

Checklist for Minor Permit Application



APPLICATION & ATTACHMENTS

** CRM permit applications are available online. Please visit our website at www.dcrn.gov.mp to register and

APPLICATION GUIDELINES		
	Print and digital copies of the application.	
	All application materials must be legible	
	Standard Information & Supporting Documents Required for a Complete Application	
PAGE 1 OF APPLICATION FORM & REQUIREMENTS		NOTES
✓	Name of Project	Page 1 of application
✓	Project Physical Location (Street Name, Village, Island)	Page 1 of application
	<ul style="list-style-type: none"> Vicinity map of Project Site (Map must be clear and legible) 	Attachment
✓	Project Owner's Name	Page 1 of application
	<ul style="list-style-type: none"> For new applicants: copy of Articles of Incorporation or annual corporate report filed with the CNMI Registrar of Corporations. 	Attachment
✓	Project Owner's Mailing address and contact information	Page 1 of application
✓	Project Owner's Representative (if any)	Page 1 of application
	<ul style="list-style-type: none"> Letter of Authorization (Signed by owner or authorized signatory of the company. Letter is issued on official company letterhead). 	Attachment
✓	Representative's address and contact information	Page 1 of application
✓	Funding Source – Check all that apply	Page 1 of application
✓	Estimated Project Cost (for amendment only)	Page 1 of application
PAGE 2 OF APPLICATION FORM & REQUIREMENTS		NOTES
✓	Copy of other necessary CNMI and federal permits (if any)	If any, attach each copy
✓	List of Adjacent Property Owners	Page 2 of Application
✓	Proof of real property ownership/lease rights	Attachment
	<ul style="list-style-type: none"> Copy of title deed or quitclaim deed showing name of property owner 	
	<ul style="list-style-type: none"> If applicable, copy of lease agreement(s) (public or private) identifying project owner 	
ADDITIONAL SUPPORTING DOCUMENTS		NOTES
✓	Copy of valid business license (licensed for appropriate type of operation)	Attachment
✓	Copy of 100% complete design plans (stamped by CNMI-registered professional engineer)	Attachment
✓	Copy of Site Development Plan (Final)	Attachment
✓	Stormwater & Erosion Control Management Plans (stamped by CNMI-registered professional engineer)	Attachment
✓	Construction & Hazardous Waste Management Plan	Attachment
✓	Copy of application fee payment receipt	Attachment

Reviewed by: _____ Date: _____