

*Application must be filled out COMPLETELY before submission. Incomplete applications will not be accepted.



Commonwealth of the Northern Mariana Islands
 Zoning Office, Caller Box 10007, Saipan, MP 96950
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Conditional Use Permit Application

File Number:	Received By:
Date Received:	Date Entered into System:

PROJECT INFORMATION

1. Development Name:	
2. Zoning District:	
3. Lot Number(s):	
4. Street:	
5. Village:	
6. Site area	sq. meters
7. Use(s) (from Table 1, SZL):	
8. Estimated budget of the project, including cost of material, labor, planning, engineering, and studies:	
\$ _____ (Provide cost breakdown)	

APPLICANT INFORMATION (use name order: Given Name, Middle Name, Family Name)

9. Applicant Name:	
Phone:	Fax:
E-mail:	Website:
Mailing Address:	
10. Authorized Representative:	
Phone:	Fax:
E-mail:	
Mailing Address:	
11. Lessee or Property Owner:	
Phone:	Fax:
E-mail:	
Mailing Address:	

12. Applicant is (check all that are appropriate) Property Owner ____ Lessee ____ Developer ____ Other (describe)
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13. Describe the location of the property:
14. Describe the current use of property including number of dwelling units and size of structure(s):
15. Describe proposal including number of dwelling or commercial units, height in feet, number of floors, and size of structure(s):
16. List other permit applications that have been submitted or permits that have been obtained (with permit numbers):

DECLARATION

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Commonwealth Zoning Board and Office for the purpose of inspection and of posting, maintaining, and removing such notices as may be required by law.

Applicant

I declare under the penalty of perjury that the above statements and answers, and the attached documents, are true and correct.

_____ Date: _____
Signature

Printed Name in English

Lessee or Property Owner

I declare under the penalty of perjury that I am the owner or lessee of the property under consideration in this application and that the above statements and answers, and the attached documents, are true and correct. If I am not the sole owner of the property, I also declare, under the penalty of perjury, that I am acting with the consent of all appropriate owners of the property, including, but not limited to, owners in fee simple, lessees and sublessees, joint tenants, tenants in common and any other legally recognized forms of ownership under CNMI law.

_____ Date: _____
Signature

Printed Name in English

Required enclosures: Conditional Use Application Checklist and all plans and other information required in the Checklist.

Conditional Use Application Checklist

RETURN THIS CHECKLIST WITH YOUR APPLICATION

File No. _____

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Zoning Office if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off.

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	Provided or N/A	Missing
Pre-Application Meeting. A pre-application meeting with a Zoning Officer is recommended within the three months immediately prior to submittal		
Application and Fees		
1 Completed and signed Conditional Use Application		
2 Receipt from the CNMI Treasurer for filing fees		
Site Plan Format		
3 One paper copy set and one reduction, if necessary, to 8 1/2" x 11" or 11" x 17"		
4 Drawn at not less than 1 inch = 50 feet (unless alternate is approved)		
5 Scale, drawing legend and north arrow		
Site Plan Contents		
The following information shall be included on the site plan or in attached documents.		
6 Notations show:		
A. Zoning district(s) of adjacent property		
B. Proposed name and location of the development		
C. Names, addresses and phone numbers of		
i. Owner, lessee or developer (either one)		
ii. Preparer of the site plan		
D. Stamp of a licensed engineer or surveyor		
7 Vicinity map – show the property in relation to common reference points		
8 Property boundaries, contours, rights-of-way show:		
A. Property boundaries and dimensions and survey reference points		
B. Existing and proposed finished contours at 2-foot intervals		
C. Name, location, ownership, and dimensions of existing and proposed rights-of-way and easements on the site and adjacent to the site		
9 Buildings and structures show:		
A. Location and dimensions of structures to remain or to be removed		
B. Number of proposed dwelling units by type		
C. Exterior elevations including building materials and type of construction		
D. Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing at least the building facade and one other building wall		
E. Location and design of service and storage areas		
10. Article 5 - Show compliance with any special requirements for the zoning district:		
A Lot area		

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B. Front yard setback		
C. Side yard setback		
D. Rear yard setback		
E. Site design requirements		
F. Building design requirements		
G. Landscaping requirements		
11. New commercial, multifamily or institutional building:		
A. Multi-story building facing a public street with a facade over 100 ft - show 2 of features listed in Section 604(c)(1)		
B. Commercial structure over 40,000 ft: cluster smaller uses and activities near entrance OR provide at least 600 sf of pedestrian-oriented space near entry Section 604(c)(2)		
C. Show at least 2 elements of human scale per Section 604(d) and show at least 3 elements if the building is over 3 stories high or more than 100 ft wide		
D. If it faces a street, park or public walkway, show at least 3 design elements per Section 604(e)		
E. If it has a blank wall with area of 400 sf OR ground level wall over 4 ft high and longer than 15 ft wide without window or door - treat per Section 604(f)		
F. If it is visible from a public ROW, pedestrian area or parking lot, meet building material requirements per Section 604(g)		
G. Provide roof insulation to effective level of R19 (Section 604(h))		
H. Show 2 measures to save energy and resources per Section 604(h)(2)		
I. Provide landscape plan per Section 804(c)		
12. Multiple building/large lot developments		
If more than one hectare or more than 2 primary buildings (except in IN zone),		
A. Provide a master plan showing element in Section 605(c)(1)		
B. Describe and/or illustrate how requirements of Section 605(c)(3) are met		
13. Pedestrian access and amenities. For nonresidential and mixed-use development, describe and/or illustrate how any applicable requirements of Section 606(c) are met		
14. Neighborhood design and subdivision layout for residential and mixed-use developments greater than 10,000 sm:		
A. If more than 4 ha, design per Section 607 (c) Neighborhood unit		
B. If more than 4 lots, meet Section 607(d) House and driveway design		
C. Lots must meet design requirements in Section 607(e) Lot design		
D. Flag lots must meet Section 607(f) Flag lots		
E. If more than 4 lots, meet street network requirements in Subsection 607(g)(4) Streets		
F. If a new public or private street, meet Section 607(g)(5)		
G. If a new private street - meet Section 607(g) (6)		
H. If a new public or private street, provide easement per Section 607(h)		
I. If a new private street, adopt lease/deed restrictions per Section 607(i)		
J. If residential development with more than 4 lots, provide sidewalks/trails per Section 607(j)		
K. If a residential subdivision with more than 25 lots or multifamily - meet parks and		
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	Provided or N/A	Missing
open space requirements in Section 607(k)		
L Provide a landscaping plan per Article 8		
15. Institutional residential use, meet Section 608		
16. Service or storage or outdoor sales area , meet Section 609		
17. Shoreline - if within 150 ft, meet Section 610		
18. Storm surge floodplain , if in, meet Section 611(b)		
19. River or stream floodplain , if in, meet Section 611(c)		
20. Wetland if in, meet Section 612		
21. Groundwater management or wellhead protection area if in, meet Section 613		
22. Stormwater management meet Section 614		
23. Land clearing and earthmoving meet Section 615		
24. Adult gambling machine business meet Section 616		
25. Utilities		
A. State sources of water and electrical power, and method of sewage disposal.		
B. Describe how water, electrical and sewer services meet the requirements of Section 618 of the SZL and of CUC, DEQ, and/or BEH as appropriate.		
27. Roads, parking, sidewalks		
A. Show location and dimensions of proposed parking areas, driveways, roadways, sidewalks, curbs, and gutters.		
B. Show calculations for number of parking stalls per Tables 7 and 8, Section 902.		
C. Show width & length of stalls & aisles & stall angle in degrees (Section 904).		
D. Landscaping - if more than 14 stalls etc. landscape per Section 804(e)(1)		
E. Impervious surface - minimize per Section 804(f)		
F. Disability parking per Section 905(e)		
G. Driveway width - per Section 905(d)		
H. Minimize/share driveways per Section 905(e)		
I. Road access for residential uses meet Section 905(f) (1)		
J. Road access for nonresidential uses - meet Section 905(f) (2)		
K. Separate access points - per Section 905(g)		
L. Curb barrier provide per Section 905(h)		
M. Conflicting driveways avoid per Section 905(i)		
N. Clear view of intersections maintain per Section 905(k)		
28. Lighting. Show location, type, size, materials, and shielding of any outdoor lighting and describe compliance with Section 1005.		
29. Signs. Location, type, size, and materials of any signage (see appl. for sign permit)		
30. Phasing. Description or illustration of project stages or phasing, if applicable.		
Other Information		
31. Provide the following information on how the development meets the general requirements for all conditional uses in Section 702:		
A. Explain how the development is compatible with existing or allowable uses of		

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adjacent properties?		
B. Explain how the development uses reasonable measures of fencing, buffering, traffic restraints, sign and light controls or other measures to protect the surrounding properties and adjoining zoning districts?		
C Explain whether adequate public facilities exist, or will exist, to serve the use at the time when such facilities are needed including: i. Roads ii. Drainage iii. Potable water iv. Sanitary sewer v. Police and fire protection		
D. Explain why the development will not create undue traffic congestion.		
E Explain why the development will not adversely affect the public health, safety or welfare.		
F Explain how the development avoids or mitigates unacceptable significant adverse impacts to environmental elements, including: stormwater runoff; erosion; noise; air, including odors; wildlife habitat; public access; viewshed; and any other factors identified by the Zoning Board.		
32. Explain how the development meets any of the following requirements for specific conditional types of uses: A. Agriculture, intensive – Section 703 B. Energy Facility, Renewable – Section 704 C. Extraction and Mining – Section 705 D. Forestry – Section 706 E. Heliports – Section 707 F. Hotel/Motel – Section 708 G. Institutional Residential – Section 709 H. Multifamily or Apartment – Section 710 I. Nursing or Convalescent Facility – Section 711 J. Planned Development – Section 712 K. Protected Care Housing – Section 713 L. Sanitary Landfill – Section 714 M. Transfer Station – Section 715 N. Warehousing and General Wholesaling – Section 716 O. Water or Wastewater Plant – Section 717 P. Zoo/Aquarium – Section 718 Q. Manufacturing and Processing 719 R. Contractor’s Office and Storage 720		
33. Provide mailing labels with names and addresses of owners and lessees of lots within 300 ft of the subject property		
34. Conflict of Interest (this is necessary to determine whether any zoning decision-makers might have a conflict of interest in deciding on this application).		
A. Names of company directors		
B. Name of company manager		
C. Names of company owners		
D. Are you related to any Zoning Board members? If so, please explain how.		
E. Does any Zoning Board member, to your knowledge, have a financial interest in your business, the application, or the outcome of the application decision?		

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F Can you think of any reason why any Board member might be biased either for or against your application? If "yes", please explain."		
35. Provide title documents to all real property OR leases or lease applications from appropriate parties.		
36. Provide photographic evidence that a sign, as required by the Zoning Administrator, has been posted on the property at least 14 days prior to the public hearing.		