



Commonwealth of the Northern Mariana Islands
 Zoning Office, Caller Box 10007, Saipan, MP 96950
 Tel. 670-234-9661, Fax 234-9666, E-mail: staff@zoning.gov.mp

Major Site Plan Application

File Number	Received By
Date Received	Date Filed

PROJECT INFORMATION	
1. Development Name:	2. Zoning District:
3. Lot Number(s):	4. Street:
5. Village:	6. Total 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: \$ _____	
APPLICANT INFORMATION (use name order: Given Name, Middle Name, Family Name)	
9. Applicant (a person or company):	
Phone:	Fax:
E-mail:	Website:
Mailing Address:	
10. Contact person (if different):	Phone:
E-mail:	Fax:
Mailing Address:	
11. Lessee or Property Owner:	Phone:
E-mail:	Fax:
Mailing Address:	
12. Applicant is (check all that are appropriate)	
Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Developer <input type="checkbox"/> Other (describe) _____	
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 Office of the Zoning Administrator or Hearing Officer 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.

Signature

Date: _____

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.

Signature

Date: _____

Printed Name in English

Required enclosures: Major Site Plan Checklist and all plans and other information required in the Checklist.

Major Site Plan 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.

	Office Use Only	
	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 Major Site Plan Application		
2. Receipt from the CNMI Treasurer for filing fees (see fee schedule)		
Site Plan Format		
3. One paper copy set and one reduction, if necessary, to 8½” x 11” or 11” x 17”		
4. One electronic copy in PDF format		
5. Drawn at not less than 1 inch = 50 feet (unless alternate is approved)		
6. Using English language		
7. Scale, drawing legend and north arrow		
Site Plan Contents		
The following information shall be included on the site plan or in attached documents.		
8. 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		
9. 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		
10. 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		
11. Article 5 Zoning District Requirements - show compliance with:		
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		
12. 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 if over 3 stories high or more than 100 ft wide, show at least 3 elements		
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)		
13. 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 elements in Section 605(c)(1)		
B. Describe and/or illustrate how requirements of Section 605(c)(3) are met		
14. Pedestrian access and amenities. For nonresidential and mixed use development, describe and/or illustrate how any applicable requirements of 606(c) are met		
15. Neighborhood design and subdivision layout – for residential and mixed-use developments greater than 10,000 sm:		
A. If more than 4 ha, design per Subsection 670 (c) Neighborhood unit		
B. If more than 4 lots, meet Subsection 607(d) House and driveway design		
C. Lots must meet design requirements in Subsection 607(e) Lot design		
D. Flag lots must meet Subsection 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 requirements in Section 607(g)(5)		
G. If a new private street – meet requirements in 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)		

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K. If a residential subdivision with more than 25 lots or multifamily – meet parks and open space requirements in Section 607(k)		
L. Provide a landscaping plan per Article 8		
16. Institutional residential use, meet Section 608		
17. Service or storage or outdoor sales area , meet Section 609		
18. Shoreline - if within 150 ft, meet Section 610		
19. Storm surge floodplain , if in, meet Section 611(b)		
20. River or stream floodplain , if in, meet Section 611(c)		
21. Wetland – if in, meet Section 612		
22. Groundwater management or wellhead protection area – if in, meet Section 613		
23. Stormwater management – meet Section 614		
24. Land clearing and earthmoving – meet Section 615		
25. Adult gambling machine business – meet Section 616		
26. 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 sign application)		
30. Phasing . Description or illustration of project stages or phasing, if applicable.		

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Other Information		
31. If the applicant is a company, provide the following information (this is necessary to determine whether any zoning decision-makers might have a conflict of interest with deciding on this application): A. Names of company directors B. Name of company manager C. Names of company owners		
32. Provide title documents to all real property including leases or lease applications from appropriate parties.		