



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

Sign Permit Application

File Number	Received By
Date Received	Assessed By:

SITE INFORMATION	
1. Zoning District:	2. Village:
3. Lot Number(s):	4. Street Name:
APPLICANT INFORMATION (use name order: Given Name, Middle Name, Family Name)	
5. Applicant Name:	Phone:
Company:	Fax:
E-mail:	Website:
Mailing Address:	
6. Contact Person (if different):	Phone:
E-mail:	Fax:
Mailing Address:	
7. Lessee or Property Owner:	Phone:
E-mail:	Fax:
Mailing Address:	
Applicant is (check all that are appropriate) Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Developer <input type="checkbox"/> Other (specify) _____	
PROJECT INFORMATION	
8. Type of Sign (check all that apply)	
Ground sign: <input type="checkbox"/> A-board <input type="checkbox"/> Monument <input type="checkbox"/> Post or pole <input type="checkbox"/> Other (describe) _____ Building sign: <input type="checkbox"/> Wall <input type="checkbox"/> Fascia <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Blade <input type="checkbox"/> Other (describe) _____ Lighting system: <input type="checkbox"/> Internal <input type="checkbox"/> Font-lit <input type="checkbox"/> Neon <input type="checkbox"/> None <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Changeable Letter <input type="checkbox"/> Banner <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Other (describe) _____	
9. Type of use served by the sign	
<input type="checkbox"/> Multifamily <input type="checkbox"/> Home Business <input type="checkbox"/> Commercial <input type="checkbox"/> Event <input type="checkbox"/> Political <input type="checkbox"/> Personal <input type="checkbox"/> Other (describe) _____	
10. Length of permit requested	
<input type="checkbox"/> Permanent OR <input type="checkbox"/> Temporary for _____ days	

11. Describe the location of the property or provide street address:

12. Required Attachments

- A. **All signs - scale drawing of the sign(s)** that indicate:
 - 1. height measured per Section 1003(3)
 - 2. dimensions of sign (in feet)
 - 3. size of sign lettering for each language
 - 4. area in square feet measured per Section 1003(d)
 - 5. materials the sign will be made of
 - 6. sign colors (light colored lettering and logos on dark background preferred)
 - 7. language(s) and size of letters in each language
 - 8. word-for-word translation of all non-English text into English
 - 9. lighting system, if any
- B. **Wall sign** - drawing of the wall with dimensions
- C. **Building sign**
 - 1. scale drawing of building facade and size of signs
 - 2. note the total facade area in square feet
- D. **Ground sign**
 - 1. lot size in square meters
 - 2. setback from public right-of-way
 - 3. note number of tenants served by the sign
 - 4. describe or illustrate landscaping per Section 1005(a)(1)(B)
- E. **Window sign:**
 - 1. scale drawing of window and sign
 - 2. note area of window the sign will cover (square feet)
- F. **Banner or other temporary sign** – indicate the event or date to be advertised

DECLARATION

(Optional) I designate _____ to officially communicate with you with respect to this application.

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