



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

Minor Subdivision Application

File Number	Received By
Date Received	Date Filed

APPLICANT INFORMATION (use name order: Given Name, Middle Name, Family Name)	
1 Applicant name:	Phone:
Company:	Fax:
E-mail:	Website:
Mailing Address:	
2. Engineer/Architect/Surveyor:	Phone:
E-mail:	Fax:
Mailing Address:	
3. Contact Name:	Phone:
E-mail:	Fax:
Mailing Address:	
4. Lessee or Property Owner:	Phone:
E-mail:	Fax:
Mailing Address:	
5. Applicant is (check all that are appropriate)	
Property Owner ____ Lessee ____ Developer ____ Other describe) _____	
PROJECT INFORMATION	
6. Name of Plat:	7. Zoning District of Property:
8. Existing Lot Number(s):	
9. Village:	10. Number of lots created:
11. Total area in sq. m and sq. ft:	

12. **Location.** Describe the location of the property or provide street address:

13. **Utilities**

Existing sewage disposal: ___ None ___ Septic Tank ___ CUC ___ Other

Date installed (show on map) _____

Proposed sewage disposal: ___ None ___ Septic Tank ___ CUC ___ Other

Existing water supply: ___ None ___ Individual well on lot(s) # (show on map) _____

Proposed water supply: ___ None ___ Individual well ___ CUC ___ Community well

14. **Flooding.** Has a portion of your project site ever flooded?

___ No ___ Unknown ___ Yes

If yes, When?: _____ (show on map)

15. **Lots**

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

Lot identifier: _____ Lot area in square meters: _____

16. **Roads.** Does the property being subdivided have public road frontage: ___ No ___ Yes

A. If yes, name of road _____

Right-of-way width of road frontage: _____

B. If no, width and length of private road, easement or right-of-way:

_____ feet wide by _____ feet long

C. If property to be divided is accessed by a private road,
how many other parcels have access by this road (including vacant parcels)?: _____

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: Minor Subdivision Checklist and all plans and other information required in the Checklist.

Minor Subdivision Checklist

RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, you do not need 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	MISSING
Application and Fees		
1. A completed and signed Minor Subdivision Application		
2. Receipt from the CNMI Treasurer for applicable filing fees deposited to the Zoning Board Revolving Fund Account No. 6095 (see fee schedule)		
Submittal Format		
3. One original and two copies 24" x 36"		
4. The original clearly and legibly drawn in permanent black ink		
5. One reduction to 8½" x 11" or 11" x 17"		
6. One electronic copy in PDF and CAD format		
7. Scale acceptable to the Division of Land Registration and Surveys		
8. Use English language		
9. Index when using more than 2 sheets		
10. Perimeter of the plat depicted with heavy lines		
Plat Contents		
11. Plat Title		
12. Date, scale, north arrow, legend, topography, and existing features such as roads		
13. Location and boundaries of the proposed subdivision, including computation sheet of the monumented perimeter of the proposed subdivision prepared by a land surveyor licensed to work in the Commonwealth of the Northern Mariana Islands.		
14. At least 2 survey ties into the Commonwealth land survey system or other established permanent marker as acceptable to the Administrator. The boundary shall also identify the survey monuments proposed to be used for survey control during subdivision construction.		
15. The location and width of streets and easements intersecting the boundary of the tract.		
16. Tract, block, and lot boundary lines and street rights-of-way.		
17. Width of the portion of streets being dedicated, the width of any existing right-of-way.		
18. Easements A. Denoted by fine dotted lines, clearly identified and, if already on record, their recorded reference. B. Width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision C. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.		
19. Land parcels to be dedicated for any purpose, public or private, shall be distinguished from lots intended for sale.		

Other Information	PROVIDED	MISSING
20. Certificates. The following certificates may be combined where appropriate: A. A certificate signed and acknowledged by all parties with any record title interest in the land subdivided, dedicating all parcels of land shown on the final map intended for any public use except those parcels which are intended for the exclusive use of the lot owners. B. A certificate with the seal of and signed by the engineer or the surveyor responsible for the survey and final map. 21. Other certifications now or hereafter required by law.		
22. Vicinity map		
23. Copy of any deed restrictions applicable to the subdivision		
24. Copy of any dedication requiring separate documents.		