



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

Registration for Nonconforming Structure/ Use

File Number	Received By
Date Received	Assessed By:

PROJECT INFORMATION	
1. Name of use or structure:	
2. Village:	3. Zoning District:
4. Lot Number(s):	5. Street:
APPLICANT INFORMATION	
6. Applicant name:	Phone:
Company:	Fax:
E-mail:	
Mailing Address:	
7. Contact person:	Phone:
E-mail:	Fax:
Mailing Address:	
8. Lessee or Property Owner:	Phone:
E-mail:	Fax:
Mailing Address:	
9. Applicant is (check all that are appropriate)	
Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Business Owner <input type="checkbox"/> Other (describe)	
10. Describe the location of the property or provide a street address (attach extra page if necessary):	
11. Nonconforming Use (attach extra page if necessary):	
Date use began: _____	
Describe the use and where it occurs on the property (if in a building, provide floor number, unit number, and floor area in square feet):	

12. Nonconforming Structure Including a Sign (attach extra page if necessary):

- a. Date structure was built Actual: _____ Estimate _____
- b. Date of last major repair, remodel, or renovation: _____
- c. Attach a scale drawing as follows:
- i. One paper copy and one reduction, if necessary, to 8½” x 11” or 11” x 17”
 - ii. Show scale, drawing legend, north arrow, property boundaries and dimensions
 - iii. Show location and dimensions of all nonconforming structures and parking areas
 - iv. State the use of each structure and of any outdoor areas, such as junk yards.

13. Evidence to be Attached. It is the applicant’s responsibility to submit evidence of the lawful existence of the use or structure as of February 1, 2008. Please provide relevant information on paper and in PDF electronic format such as:

- Dated color photographs (use the camera date stamp or date and sign each photo)
- Drawing indicating the area occupied by the structure or use
- Lease agreement pages with description of: (1) property; (2) uses; (3) first page; (4) signature page
- Government permits or licenses required for the use or structure (such as business license)
- Other evidence such as bills, receipts or other dated material demonstrating that you were doing business in this location prior to February 1, 2008.

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

Printed Name in English

Date: _____

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

Printed Name in English

Date: _____