

# “ONE START” NON-COMMERCIAL APPLICATION

**Note: Submission of the One Start Application does not mean that you can clear your property. You must first get a “DEQ PERMIT” before clearing your property.**

## APPLICATION CHECKLIST

A **NON-COMMERCIAL** application form may only be used for the following types of projects: [check which applies]

- Agricultural purposes (field plowing, field maintenance)
- A one (1) or two (2) family residence
- Residential dwelling extension
- Landscaping project more than 100sqm with the use of heavy equipment
- Surveying work
- Backfilling more than 45cy
- Land-Clearing with use of heavy equipment
- Hand-clearing of vegetation
- Work performed by a state or federal government agency

Before you submit this “One Start” Permit Application to DEQ; please ensure you have all required application documents and copies listed on this form.

Not all of the following documents may be applicable in all cases. If you do not believe you need to turn in any of the documents listed on this checklist, please consult first with DEQ. Failure to submit all required documentation may result in delays while DEQ contacts you to provide the missing information.

Please submit the following:

1.  **\$25.00** Non-refundable application fee must accompany prior to DEQ reviewing the application. (fee is waived for work performed by the Government)
2.  The Applicant must get a “clearance” from the Zoning Office before submitting the One Start Application.
3.  A completed One-Start Permit application form for Non-Commercial Activities  
**(1 SIGNED ORIGINAL and 3 COPIES)**

**Note:** Projects larger than one (1) acre (4,048 sq. meters) are required to apply for coverage under the USEPA’s “Construction Site General Permit” for stormwater discharges. Application forms and instructions are available at DEQ. Please ask for assistance if this applies to your project..

4. Required project plans & engineering documentation:
  - a. Temporary erosion control plan.  
**(4 COPIES)**
  - b. Permanent stormwater control plan  
**(4 COPIES)**
  - c. Site development plan  
**(4 COPIES)**
  - d. Building floor plan indicating number of units, bedrooms (single or double) or studio type  
**( 4 COPIES)**

**NOTE:** \* Government projects, large agricultural clearings, and some other types of non-commercial projects may also require a percolation test, calculations, and certification of all plans & calculations by a CNMI-Registered Professional Engineer.

5. [ ] Vicinity Map & directions to site  
**(4 COPIES)**
6. [ ] Land Document, Proof of Title, Lease Agreement or Land Designation from DPL.  
**(2 COPIES)**
7. [ ] Applicant proof (permit) of the ability to hook-up to the public (CUC) sewer system or a complete IWDS (septic tank) permit application. Notice to earthmoving permit applicants where the proposed project requires an Individual Wastewater Disposal System (IWDS), you must submit an IWDS permit application before an earthmoving permit application will be reviewed.  
**(1 COPY)**
8. [ ] Authorization letter authorizing either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

A person is a duly authorized representative only if:

- a) The authorization is made in writing;
- b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity;

A person is a duly authorized representative only if: a) The authorization is made in writing; b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity; and c) The written authorization is submitted to the Director of Division of Environmental Quality. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be submitted to the Director of DEQ prior to or together with any reports, information, or applications to be signed by an authorized representative (5 of the Regulations).

\*\*\*\*\* OR \*\*\*\*\*

Authorization may be made by designating the applicant's representative in the space provided on the last page of the application form.  
**(4 COPIES)**

**Note: By law, the One Start Permit must be issued within twenty-one (21) calendar days of the submission of a completed application. If the application is deficient, it is incomplete and the clock will stop running when a One Start agency sends the applicant a deficiency notice (i.e. wildlife concerns, historic preservation concerns, etc.). The twenty-one (21) day period will not begin to run again until such time as the applicant addresses all deficiencies raised in any deficiency notice and the application is complete.**

# ONE START

## NON-COMMERCIAL PERMIT APPLICATION FORM

### CHECK WHICH APPLIES:

- Subsurface soil investigation/percolation test (not to exceed 100 sq. m. total clearing)
- Agricultural purposes (field plowing, field maintenance)
- A one (1) or two (2) family residence
- Landscaping project less than 2,000 sq. m., no use of heavy equipment
- Surveying work less than 2,000 sq. m., no use of heavy equipment
- Work performed by a government agency

### DEQ OFFICE USE ONLY

APPLICATION NO.:

DATE RECEIVED:

RECEIVED BY:

### TO THE APPLICANT:

It is the responsibility of the applicant to complete and answer all questions relevant to the project and to attach required supporting materials. If a question is not applicable, "N/A" should be placed in the appropriate space. Until the needed information and materials are supplied, DEQ will not file or act on the application.

### I. Give Name, Mailing Address, and Phone Number for each of the following:

A. APPLICANTS NAME,  
COMPANY NAME AND ADDRESS

AUTHORIZED REPRESENTATIVE  
CONTACT PERSON'S NAME, COMPANY AND  
ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

A person is a duly authorized representative only if: a) The authorization is made in writing; b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity; and c) The written authorization is submitted to the Director of DEQ.

### WRITTEN AUTHORIZATION MAY BE MADE USING THE LAST PAGE OF THIS APPLICATION.

If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be submitted to the Director of DEQ prior to or together with any reports, information, or applicants to be signed by an authorized representative.

**II. LOCATION OF PROPOSED EARTHMOVING: Please submit detailed directions to site**

Project site is located on Public \_\_\_\_\_ or Private \_\_\_\_\_ land.

- A. Island \_\_\_\_\_
- B. Village \_\_\_\_\_
- C. District \_\_\_\_\_
- D. Lot No. \_\_\_\_\_
- E. Tract No. \_\_\_\_\_
- F. Block No. \_\_\_\_\_

Name of Owner as indicated on Title deed or Quitclaim deed: \_\_\_\_\_

Name of Lessor (if property is being leased): \_\_\_\_\_

**III. PROJECT:**

A. Project Name: \_\_\_\_\_

B. **For Government Project:** Is this Federal or Local Funded? \_\_\_\_\_ Federal \_\_\_\_\_ Local  
If Federal funded, please indicate funding source: \_\_\_\_\_

C. Brief project description:  
\_\_\_\_\_  
\_\_\_\_\_

- 1. Type of Business (or activity) \_\_\_\_\_
- 2. Number of Employees \_\_\_\_\_
- 3. Number of Residents \_\_\_\_\_
- 4. Listing of all proposed structures and buildings:
  - A. Number of Floors \_\_\_\_\_
  - B. Number of Units/Offices per floor \_\_\_\_\_
  - C. Number of Occupants per Unit/Office \_\_\_\_\_
  - D. Number of Bedrooms per Unit \_\_\_\_\_
  - E. Number of Restrooms and Kitchen Facilities \_\_\_\_\_

D. Indicate whether the proposed project is to be connected to the public sewer \_\_\_\_\_, or a septic system (IWDS) \_\_\_\_\_.

E. Total land area to be cleared or developed (sq. feet, sq. meters, hectares, or acres): \_\_\_\_\_  
\_\_\_\_\_

**IV. DESCRIPTION OF SITE:**

A. Choose which of the following best describes the location/setting of your project:  
Coastal Beach \_\_\_\_\_ Coastal Plain \_\_\_\_\_ Wetland \_\_\_\_\_ Mountain \_\_\_\_\_ Valley \_\_\_\_\_  
Savanna \_\_\_\_\_ Coastal Plateau \_\_\_\_\_

B. Vegetation description at proposed site: \_\_\_\_\_  
\_\_\_\_\_

C. To what extent (i.e. square footage, percentage of total area etc.) will the project disturb existing vegetation? \_\_\_\_\_  
\_\_\_\_\_

D. List the common name of trees which will be removed during construction (if any): \_\_\_\_\_  
\_\_\_\_\_

E. What is the average slope of land in the project area?  
 1% or less \_\_\_\_\_ 1% to 16% \_\_\_\_\_ 16% to 20% \_\_\_\_\_ 20% or more \_\_\_\_\_  
 (flat) (gentle slope) (moderate slope) (steep slope)

F. Is your proposed project located in or near a beachfront or wetland? If so, what is the distance from shoreline or wetland to proposed project (please indicate in footage) \_\_\_\_\_  
 \_\_\_\_\_

**V. DESCRIPTION OF EARTHMOVING ACTIVITY:**

A. What type of work do you propose as part of your earthmoving activity? Check all "yes" or "no" as applicable

	Yes	No		Yes	No
Land clearing	_____	_____	Backfilling	_____	_____
Grading	_____	_____	Construction	_____	_____
Excavation	_____	_____	Soil testing/boring	_____	_____
Trenching	_____	_____	Demolition	_____	_____
Use of heavy equipment	_____	_____	Blasting	_____	_____
Hand digging only (no heavy equipment)	_____	_____	Hand-clearing of vegetation (no use of heavy equipment)	_____	_____
Others (please specify): _____					

B. If backfilling is to be performed, indicate quantity (in cubic yards): \_\_\_\_\_  
 Source, and type of backfill material (e.g., sand, clay, concrete debris): \_\_\_\_\_  
 \_\_\_\_\_

C. Will earthmoving take place in the water or a wetland? Yes \_\_\_\_\_ No \_\_\_\_\_

D. List disposal site(s) for excavation materials: \_\_\_\_\_  
 \_\_\_\_\_

**VI. HISTORIC RESOURCES (for HPO Clearance)**

A. Are there any historic/archeological properties on the site? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, (1). What type of site(s) are present? \_\_\_\_\_  
 (2). Will these site(s) be affected by your project? Yes \_\_\_\_\_ No \_\_\_\_\_

**If project requires demolition of historic structures, please be advised you must provide the following to expedite the HPO review process:**

- a.  Letter of Intent to Demolish, including reason for demolition.
- b.  Acceptable photos: At least eight (8) 4" x 6" photos of the surroundings and structure (inside & out) to be demolished.
- c.  Acceptable "As Built" drawing of structure.

<b>FOR HPO OFFICIAL ONLY:</b>	
B. Approximately how old is the structure to be demolished?	_____
C. Is the structure an historic site or eligible for the National Register for Historic Places?	_____

**VII. Earthmoving will commence on or about \_\_\_\_\_, and will be completed on or about \_\_\_\_\_.**

**VIII. AUTHORIZATIONS**

**PERMISSION TO ENTER & INSPECT**

*OPTIONAL:*

\_\_\_\_\_  
(initial) I authorize representatives of the CNMI Division of Environmental Quality, Division of Fish and Wildlife, Historic Preservation Office, and Coastal Resources Management Agency to enter and inspect the property on which my proposed earthmoving activity is located, **without prior notice and without my presence**

**PROJECT BOUNDARY IDENTIFICATION**

In order to properly inspect your property, **whether or not you have authorized inspection without your presence**, you must properly indicate or stake out the exact boundaries of the project site or property boundaries for CNMI government officials. Proper indication of project boundaries shall be through the use of flagging tape or other form of clear, distinguishable marking as approved by agency staff. **Failure to properly mark your boundaries prior to submitting your application will “stop the clock” and delay the processing of your permit.**

*MANDATORY:*

\_\_\_\_\_  
(initial) I agree to properly indicate the exact boundaries of my project site or property boundaries as described above. I further understand that I will only mark my property and not that of others, or I may face criminal or legal charges.

----- **APPLICANT SIGNATURE** -----

This application and the attachments constitute my “One Start” Earthmoving Application Package for review, as required by DEQ Earthmoving Regulations. I agree to conduct the proposed earthmoving in accordance with the law and regulation that governs the CNMI and to comply with any conditions that may be specified in the permit issued by the Division of Environmental Quality. I also understand that any knowing and willful false statement, representation, or answer on this application may be considered grounds for permit denial and/or a civil or criminal penalty not to exceed \$50,000.00 or one (1) year imprisonment or both.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Print and Sign Name of Applicant  
(Applicant’s signature or a representative’s signature. A representative’s signature will only be accepted with a **separate** legal instrument granting the representative power to act for the applicant in such matters. The legal instrument will not preclude DEQ from taking action against either the representative or the applicant in the even of violations.)

----- **AUTHORIZED REPRESENTATIVE (OPTIONAL)** -----

I hereby authorize (Name): \_\_\_\_\_ (Driver License # \_\_\_\_\_) to represent me in all matters pertaining to my application for an Earthmoving and Erosion Control Permit, with all required CNMI government agencies. I further understand that I may be held liable for any violation, submission of false information, or other action perpetrated by my authorized representative in the course of applying for this permit and/or during execution of the activities for which I am applying.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Print and Sign Name of Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
Authorized Representative Signature