

# “ONE START” COMMERCIAL APPLICATION

## APPLICATION CHECKLIST

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 request that you provide the missing information.

Please submit the following:

1.  The Applicant must get a “clearance” from the Zoning Office before submitting the One Start Application.
2.  A completed One-Start Permit application form for Commercial Activities **(1 SIGNED ORIGINAL and 3 COPIES)**
3.  A Non-refundable application fee must accompany prior to DEQ reviewing the application. Application fee’s are as follow:

<u>Project Area:</u>	<u>Fee</u>
Up to 1 hectare	\$ 150.00
Greater than 1 hectare less than or equal to 5 hectares	\$ 450.00
Greater than 5 hectares less than or equal to 15 hectares	\$ 850.00
Greater than 15 hectares less than or equal to 50 hectares	\$ 3,000.00
Greater than 50 hectares less than or equal to 100 hectares	\$ 6,000.00
Greater than 100 hectares less than or equal to 200 hectares	\$10,000.00
Greater than 200 hectares	\$15,000.00

**Payment Method Accepted: CASH or CHECK (payable to “CNMI Treasury”)**

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4. Required project plans & engineering documentation:
    - a. Temporary erosion control plan **(4 COPIES)**
    - b. Dewatering plan **(4 COPIES)**
    - c. Permanent stormwater control plan (w/ final grading contours) **(4 COPIES)**
    - d. Site development plan **(4 COPIES)**
    - e. Building floor plan indicating number of units, bedrooms (single or double) or studio type **(4 COPIES)**
    - f. Runoff & ponding basin sizing calculations **(1 COPY)**

**NOTE: All plans & related engineering calculations required under this section must be certified (“stamped”) by a CNMI-registered professional engineer.**

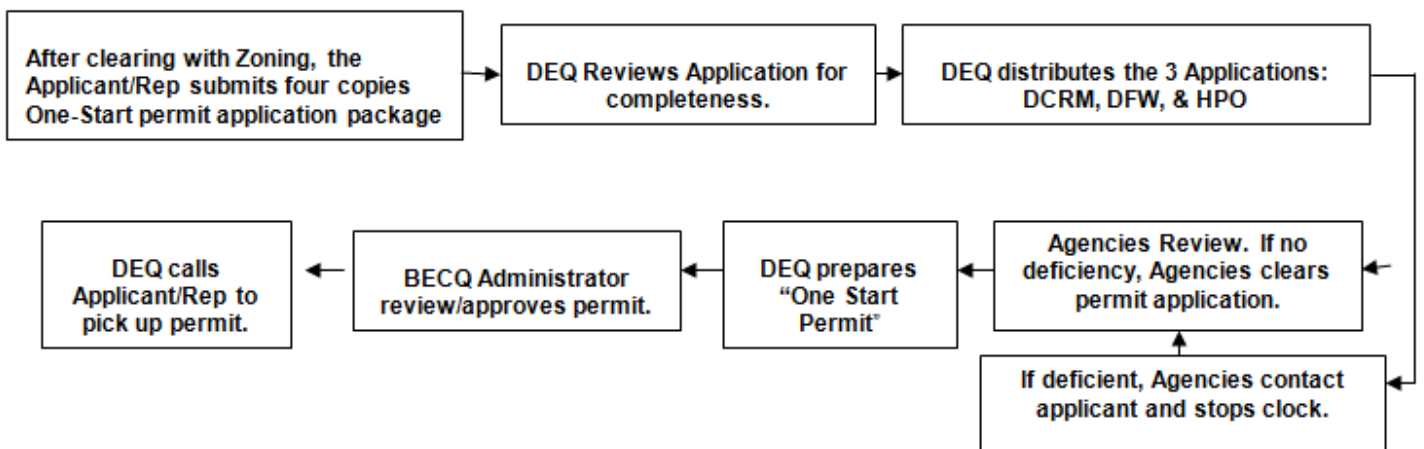
**NOTE: Projects larger than one (1) acre (4,048 square meters) are required to apply for coverage under the USEPA’s NPDES “Construction General Permit”**

- 5. [ ] Subsurface soil investigation & percolation test report, witnessed by DEQ inspector **(1 COPY)**
- 6. [ ] Vicinity Map including distance to “Areas of Particular Concern” & directions to site **(4 COPIES)**
- 7. [ ] Land Document(s), Proof of Title, Lease Agreement or Land Designation from DPL **(2 COPIES)**
- 8. [ ] 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)**
- 9. [ ] 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;

**NOTE: Pursuant to NMIAC § 65-30-505, DEQ shall review and act on a permit within 21 calendar days of receipt of the complete application. If the application is found to be deficient or incomplete, DEQ or any One Start Agency will stop the clock until such time that the applicant submits the information necessary to complete the application package.**



# ONE START

## COMMERCIAL PERMIT APPLICATION FORM

<b>DEQ OFFICE USE ONLY</b>
<b>APPLICATION NO.:</b>
<b>RECEIPT NO:</b>
<b>FEE CHARGED:</b>

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 documents. If a question is not applicable, "N/A" should be stated in the appropriate space. Until the needed information and documents are provided, DEQ will not act or process 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 application 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. Lot No. \_\_\_\_\_
- D. Tract 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 federally funded, please indicate funding source: \_\_\_\_\_

C. Brief project description: (state the full intentions/purpose of the proposed project)  
\_\_\_\_\_  
\_\_\_\_\_

- 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 water system \_\_\_\_\_, or other source of water \_\_\_\_\_.

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

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

G. Estimated number of construction workers required for the project? \_\_\_\_\_

**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 an "Area of Particular Concern" (APC), which includes beachfront or wetland? If so, what is the distance from the APC to the proposed project (please indicate in footage or provide a copy of the APC map, available at <https://bit.ly/2HJsrju> with your property marked) \_\_\_\_\_

**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/Trenching                      | _____ | _____ | Soil testing/boring  | _____ | _____ |
| Well Drilling                             | _____ | _____ | Demolition   | _____ | _____ |
| Use of heavy equipment                    | _____ | _____ | Blasting   | _____ | _____ |
| Hand digging only<br>(no heavy equipment) | _____ | _____ | Hand-clearing of vegetation<br>(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. List disposal site(s) for excavated materials: \_\_\_\_\_
- D. Will dewatering be performed? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please be prepared to provide a dewatering plan for review.
- E. Will earthmoving take place in the water or a wetland? Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Will earthmoving take place near a stream? Yes \_\_\_\_\_ No \_\_\_\_\_
- G. How will stormwater runoff from the site be managed (i.e. sediment basins, infiltration, etc.?)
- a. During construction \_\_\_\_\_
- b. Post construction \_\_\_\_\_

**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.

FOR HPO OFFICIAL ONLY:	
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. Project will commence on or about \_\_\_\_\_, and will be completed on or about \_\_\_\_\_.**

**VIII. ADDITIONAL INFORMATION IS REQUIRED UPON SUBMISSION OF THIS APPLICATION FOR COMMERCIAL USE.**

The Commonwealth Utilities Corporation (CUC) and the Division of Coastal Resources Management (DCRM) requires the following information for any project proposing to connect to the public utility systems. All utility load calculations must be computed and certified by a CNMI-registered professional engineer.

To avoid delay in processing your permit application, please answer all the questions below. Once completed, you may submit this form with your Earthmoving and Erosion Control Permit application to DEQ.

Project Description \_\_\_\_\_

**SEWAGE GENERATION**

Will the facility hook-up to a public sewage system? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, when (month/year) \_\_\_\_\_ / \_\_\_\_\_

If not, how do you propose to discharge sewage generated? \_\_\_\_\_

How far is the public sewage line from the property to be developed? \_\_\_\_\_

What is the expected sewage amount (GPD) to be generated by this project? \_\_\_\_\_  
 (load calculations must be computed and stamped by a CNMI-registered professional engineer)

Average GPD? \_\_\_\_\_ Peak GPD? \_\_\_\_\_

Will your proposed project include any improvements to the public system including but not limited to lift stations, collection and/or treatment systems?

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What means of sewage disposal do you propose during construction? \_\_\_\_\_

**POWER DEMAND**

Will the facility hook-up to the public power system? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when (month/year)? \_\_\_\_\_ / \_\_\_\_\_

What will be the average power demand (KVA) of the completed project \_\_\_\_\_

What will be the estimated peak power demand (KVA)? \_\_\_\_\_

What time period do you anticipate peak power (hours)? \_\_\_\_\_

What is the size and operational schedule of any on-site generators? \_\_\_\_\_

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What is the estimated construction power requirement? (Indicate if this will increase during project phasing)

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What will the estimated monthly power consumption be? \_\_\_\_\_

**WATER DEMAND**

What will be the primary water source for the completed project? \_\_\_\_\_

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Briefly describe the location and distance of the nearest public water line to the project. \_\_\_\_\_

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Do you intend to hook-up to the public water system? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, when (month/year)? \_\_\_\_\_ / \_\_\_\_\_

What is the estimated water demand for the construction phase of the project? \_\_\_\_\_

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Average \_\_\_\_\_ Peak \_\_\_\_\_

What is the quality of water needed? \_\_\_\_\_

Will a desalination unit be used? If so, what portion of the demand? \_\_\_\_\_

If applicable, how will waste from water treatment systems be disposed of? \_\_\_\_\_

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**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" Permit Application Package and Fee 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.

\_\_\_\_\_  
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.)

Date: \_\_\_\_\_

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

I hereby authorize (Name): \_\_\_\_\_ (Driver License # \_\_\_\_\_) to represent me in all matters pertaining to my application for an One Start Permit Application, 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.

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

Date: \_\_\_\_\_