

*Application must be completely filled out before submission. Incomplete applications will not be accepted.



Commonwealth of the Northern Mariana Islands
 Zoning Office, Caller Box 10007, Saipan, MP 96950
 Tel. 670-234-9661, Fax. 670-234-9666
 Email: zoningboard@cnmizoning.com

Zoning/Sign Permit Application

File Number:	Received By:
Date Received:	Assessed By:

SITE INFORMATION	
1. Name of Business:	
2. Zoning District:	
3. Lot Number(s):	
4. Lot area:	sq. m.
5. Village:	
6. Street Name:	
7. Use(s) (from Table 1, SZL)	
APPLICANT INFORMATION (use name order: Given Name, Middle Name, Family Name)	
8. Applicant Name:	
Company:	
Mailing Address:	
E-mail:	
Phone:	Fax:
9. Authorized Representative:	
Mailing Address:	
E-mail:	
Phone:	Fax:
10. Lessee:	
Mailing Address:	
E-mail:	
Phone:	Fax:
11. Property Owner Name (if not applicant):	
Mailing Address:	
E-mail:	
Phone:	Fax:
12. Applicant is (check all that are appropriate)	
___ Property Owner ___ Lessee ___ Developer ___ Other (describe) _____	
13. Describe the location of the property or provide street address:	
14. Describe the current use of property including number of dwelling units and size of structure(s):	

15. Describe your proposal:

SIGN INFORMATION:

16. Type of Sign (check all that apply)

Ground Sign: ___ A-Board ___ Monument ___ Post or Pole ___ Other (describe) _____

Building Sign: ___ Wall ___ Fascia ___ Awning ___ Window ___ Blade ___ Other (describe) _____

Lighting System: ___ Internal ___ Font-lit ___ Neon ___ None ___ Other (describe) _____

___ Changeable Letter ___ Banner

___ New ___ Replacement ___ Other (describe) _____

17. Type of use served by the sign

___ Multifamily ___ Commercial ___ Event ___ Political ___ Personal ___ Other (describe) _____

18. Length of permit requested

___ Permanent OR ___ Temporary for _____ days

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

20. 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 façade and size of signs
2. note the total façade 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

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Zoning Board Office 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: Depending on the proposal, additional information may be required.