Comprehensive and Coastal Zone Planning (CCZP)

Division of Planning

CCZP's Activity Areas

- Provides technical assistance to public in regards to zoning and development provisions
- Provides technical assistance to other divisions and government departments in regards to zoning and development provisions e.g. review of Business License and Earth Change applications for zoning compliance (VIC, T. 29, Ch. 3, subCh. I, §237 (e))
- Responsible for handling Zoning Map Amendment (rezoning/use variance) process (VIC, T. 29, Ch. 3, subCh. I, §237 (c))
- Assists Division of Building Permits in the conduct of Wireless Facility public hearings and preparation of recommendations (VIC, T. 29, Ch. 5, subCh. 312 (b)- 8)
- Assists Division of Building Permits in the conduct of Zip line public hearings and preparation of recommendations
- Reviews applications for subdivision of land into four or more parcels and/or creation of a new road (VIC, T. 29 Ch. 3, subCh. II)
- Review and granting of Group Dwelling permits (VIC, T. 29, Ch. 3, subCh. I, §237 (b))
- Responsible for handling Planned Area Development process (VIC, T. 29, Ch. 3, subCh. I, §232)
- Responsible for investigation of Zoning Violations (VIC, T. 29, Ch. 3, subCh. I, §235)

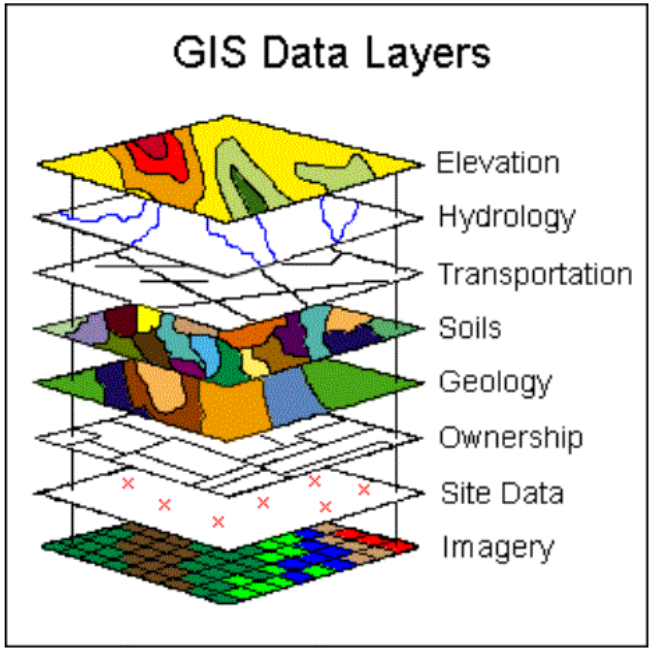
What is zoning?

- The division of an area into zones so as to restrict the number and types of buildings and their uses.
- It is a planning tool.

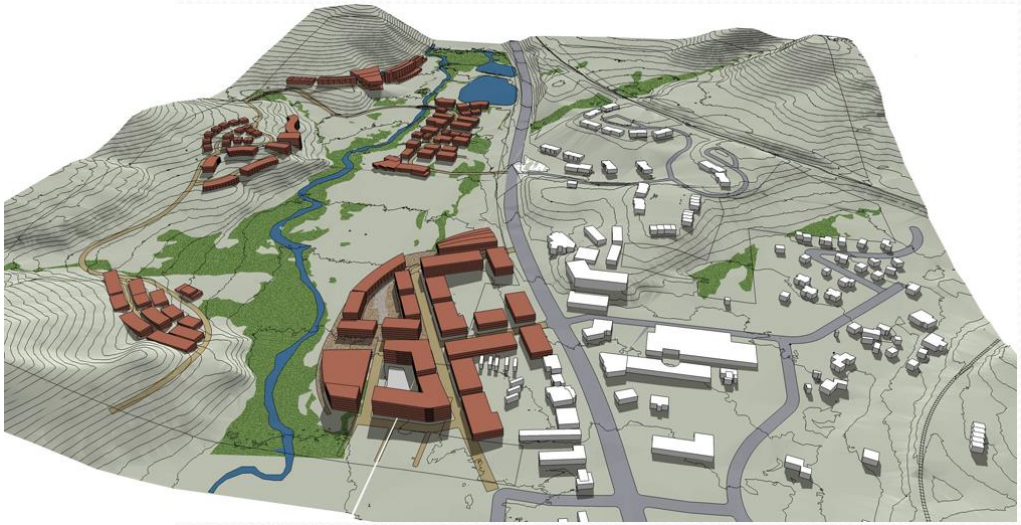
What is planning?

- Planning shapes cities, towns, regions, and even rural areas. Some communities are completely designed by planners, such as Greenbelt, Maryland. In other communities, planning helps determine how communities will grow and how they will adjust to change. Planning creates the vision for the community, identifies current problems, analyzes trends, engages community members in dialogue about goals and issues, and sets the framework for growth and change. (Excerpt from the American Planning Association Website)
- Planning tools
  - One common tool used in planning is Geographic Information Systems (GIS) that link data and electronic mapping. Other tools may include scenario building visualization tools, electronic poling systems, financial analysis spreadsheets, and demographic databases.

Planning tools



Modeling terrain using SketchUP



There are 18 zoning districts

- They fall into the following broad categories:
  - Agriculture (A-1, A-2)
  - Residential (R-1, R-2, R-3, R-4, R-5, S, W-1)
  - Business (B-1, B-2, B-3, B-4)
  - Commercial (C)
  - Industrial (I-1, I-2, W-2)
  - Public (P)

Technical Assistance to public

- Zoning Certification form

DEPARTMENT OF PLANNING AND NATURAL RESOURCES
Division of Comprehensive and Coastal Zone Planning

REQUEST FOR ZONING CERTIFICATION

NAME: _____

TEL: _____ EMAIL: _____

MAILING ADDRESS: _____

CITY:_____ STATE: _____ ZIP: _____

ZONING CERTIFICATION REQUEST IS FOR:

PLOT NO(S) AND ACREAGE: _____

PARCEL ID NUMBER: _____

CURRENT USE OF PROPERTY: _____

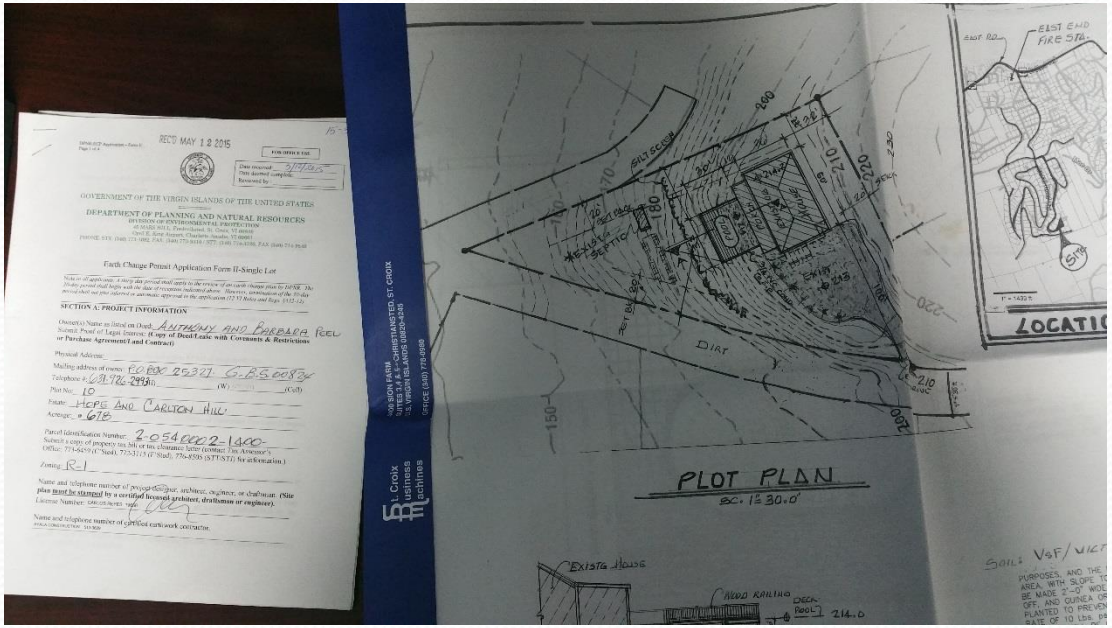
TOTAL NUMBER OF RESIDENTIAL UNITS ON PROPERTY: _____

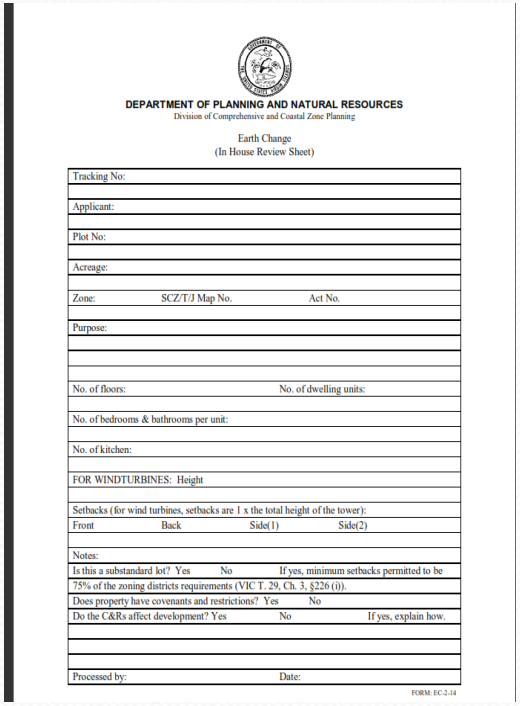
PROPOSED USE OF PROPERTY: _____

REASON FOR REQUEST: _____

Revised 4/2014

Review of Earth Change Applications





DEPARTMENT OF PLANNING AND NATURAL RESOURCES
Division of Comprehensive and Coastal Zone Planning

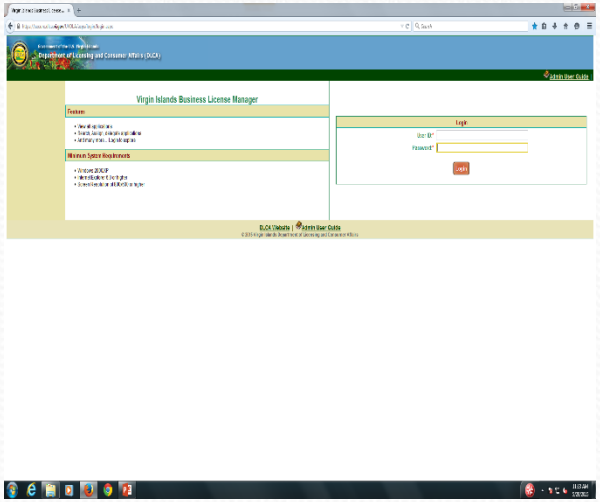
Earth Change
(In House Review Sheet)

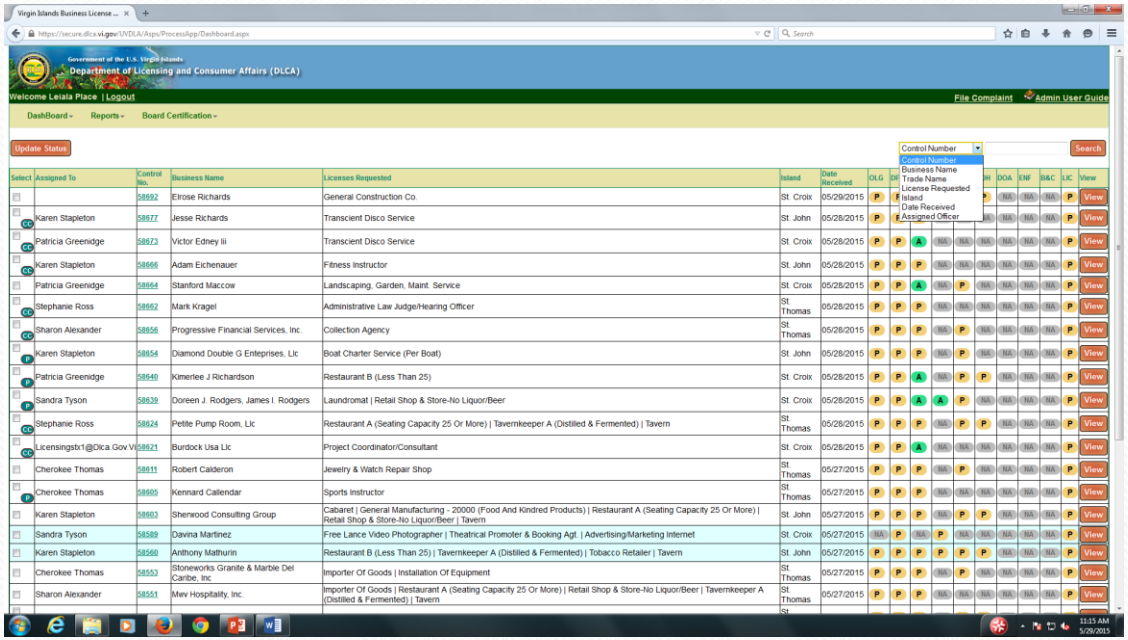
Tracking No:			
Applicant:			
Plot No:			
Acreage:			
Zone:	SCZ/T/J Map No.		Act No.
Purpose:			
No. of floors:			No. of dwelling units:
No. of bedrooms & bathrooms per unit:			
No. of kitchen:			
FOR WINDTURBINES: Height			
Setbacks (for wind turbines, setbacks are 1 x the total height of the tower):			
Front	Back	Side(1)	Side(2)
Notes:			
Is this a substandard lot? Yes	No	If yes, minimum setbacks permitted to be	
75% of the zoning districts requirements (VIC T. 29, Ch. 3, §226 (i)).			
Does property have covenants and restrictions? Yes	No		
Do the C&Rs affect development? Yes	No	If yes, explain how.	
Processed by:		Date:	

FORM: EC-2-14

Review of Business License Applications

- Step 1: Individual applies online through DLCA's website.
- Step 2: CCZP Reviews Online Dashboard and submits recommendation





Zoning Map Amendments (rezonings/use variances)

- Step 1: Submittal of Pre-Application Meeting Request Form and supporting documents to CCZP
- Step 2: Determination of completeness and sufficiency of application package
- Step 3: Zoning Map Amendment Pre-Application Meeting
- Step 4: DPNR's letter to Legislature indicating satisfaction of application pre-requisites; concurrently, submittal of Zoning Map Amendment Application Package to Legislature

Zoning Map Amendment (Petitions) Review Con't

- Step 5: DPNR's Public Hearing
- Step 6: Submittal of DPNR's technical report with recommendation to Legislature
- Step 7: Legislative Public Hearing; afterwards, consideration of petition by legislature for approval/denial

Conduct of Wireless Facility public hearings

- CCZP receives completed application from the Division of Building Permits
- Prepares public hearing documents: letters to applicant, neighbors (within 500' radius), newspaper ad template and sign template
- Conducts public hearing
- Prepares recommendation memo for Division of Building Permits
- Commissioner signs memo acknowledging
- File returned to BP for continued processing

Conduct of Zip line public hearings

- CCZP receives completed application from the Division of Building Permits
- Conducts pre-application meeting with participation from other divisions
- Prepares public hearing documents: letters to applicant, neighbors (within 150' radius), newspaper ad template and sign template
- Conducts public hearing
- Prepares recommendation memo for Division of Building Permits
- Commissioner signs memo acknowledging
- File returned to BP for continued processing

Review of Subdivision Applications

- Step 1: Subdivision Proposal's Pre-Application Meeting (Optional/Informal); Submittal of Proposed Plat to CCZP
- Step 2: Submittal of Proposed Plat to DPNR's SHPO/ SHPO provides comments
- Step 3: If in Tier 1, submittal of Proposed Plat for obtaining of CZM permit
- Step 4: Official Submittal of Preliminary Subdivision Application and supporting documents to CCZP

Subdivision (Applications) Review Con't

- Step 5: CCZP Review and action on Plat and Plans, within 30 days
- Step 6: Subdivision preliminary approval from DPNR Commissioner /Written disapproval with reasons-correction and re-submittal of Plat/Plan to CCZP
- Step 7: Copy of Approved Preliminary Plat submitted to Public Works Department for approval of road design, easement, drainage/culvert design systems

Subdivision (Applications) Review Con't

- Step 8: Approvals obtained from DPNR's EP for Storm Water Management and/or Earth Change
- Step 9: Consultation with Waste Management Authority (*when applicable*), WAPA, & Innovative on installation of required infrastructure
- Step 10: Development of site per approval specifications; Installation of requisite infrastructure

Subdivision (Applications) Review Con't

- Step 11: Submittal of Final Plat Application and supporting documents to CCZP
- Step 12: Written Approval of Final Plat, within 30 days
- Submittal of Approved Final Plat to Cadastral for recording

Group Dwelling Permits

- Step 1: Group Dwelling Proposal's Pre-Application Meeting(s)
- Step 2: Application's Submittal to CCZP
- Step 3: Application's Concurrent Review by DPNR's Divisions of State Historic Preservation Office (SHPO), Environmental Protection, Fish and Wildlife, and Building Permits
- Step 4: DPNR's Public Hearing
- Step 5: Commissioner's Approval of Application

Planned Area Development Process

- Similar to Zoning Map Amendment process
- Requires Legislative Approval
- After Legislative Approval, if construction does not proceed within two years, or if there is any revision or adjustment to plans already approved by Legislature, plans need to be resubmitted for Legislative approval again

Zoning Violations

- This subchapter enforced by Zoning Administrator who shall be the Commissioner of Planning and Natural Resources thus complaints must be submitted in writing to Commissioner.
- CCZP given instructions to investigate, conducts site visit and if warranted, prepares Notice of Violation and Order to Cease and Desist
- Civil Penalty of $250; Criminal Penalty handled by the Attorney General

New developments

- USVI Revised Zoning and Subdivision Code
  - Submitted to the Legislature in 2014
  - First public meeting was held by the Committee on Economic Development, Agriculture, and Planning on February 23, 2015.
  - DPNR awaiting word on additional public meetings to be held by the Committee
- Objectives of Revision
  - Modernize and make our 1972 Zoning and Subdivision Codes easier to understand and administer

Keep updated on zonings

- Territorial Zoning Map Amendment database updated at least once quarterly
- Division of Planning utilizes:
  - www.michie.com (Up-to-date Virgin Islands Code found online; Zoning and Subdivision laws can be found under Title 29, Chapter 3, subchapter I and II)
  - Map Geo (GIS database maintained by the GIS Division of the Office of the Lt. Governor)