

Office Use Only

Tracking No. _____
Date Application Received: _____
Reviewed by: _____
Date Application Deemed Complete: _____
Date of Pre-Application Meeting: _____



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

Division of Comprehensive & Coastal Zone Planning

St. Croix
340-773-1082

St. Thomas/St. John
340-774-3320

Group Dwelling Permit Application

1. Applicant(s) Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Telephone _____ Email: _____

Note: Official Correspondence will be mailed to the address above

2. Contact Person/Representative: _____

Telephone _____ Email: _____

3. Property's Address _____

4. Tax Assessor's Parcel I.D. Number: _____

5. Current Zoning: _____

6. Site Acreage: _____

7. Property Owners Name(s): _____

Address: _____

City _____ State _____ Zip _____

Telephone _____ Email: _____

If applicant is not owner of the property or the property is owned by more than one person, a **Power of Attorney must be submitted to the Department from the property owner(s) authorizing the applicant to petition for a Group Dwelling Permit for the development of the property.**

8. Detailed description of what exists on the property. _____

9. Is the property served by municipal sewer lines? Yes _____ No _____
If no, please explain plan for sewage disposal: _____

10. Is the property served by municipal water lines? Yes _____ No _____
If no, please explain plan for and water supply: _____

11. Are there any cultural/historical resources on site? Yes _____ No _____
If yes, provide letter from Division of Archaeology and Historical Preservation and describe the resources. _____

(If uncertain, verify with the Division of Archaeology and Historical Preservation at 772-2021 or 776-8605).

Describe how the cultural/historical resource(s) will be incorporated into the development. _____

12. Are there any floodways on the site? Yes _____ No _____

If yes, please provide a location map and explain where the floodways are located in relation to the proposed development.

PLEASE NOTE: EVERYTHING ON THIS APPLICATION MUST BE FILLED OUT, AND ALL REQUIRED SUBMITTALS MUST ACCOMPANY THE APPLICATION. AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT.

TO: The Commissioner of the Department of the Planning and Natural Resources

1. The Applicant(s) hereby applies for a Group Dwelling Permit pursuant to 29 V.I.C. Section 235 (a) and 237 (b). This permit will be used for dwellings to be constructed at :

(Please list the Plot number, Estate, and Island).

2. In furtherance of this application, I/we have enclosed seven (7) copies of the following:
 - a. Detailed site plan: 1" = 20'0 min. This should include immediately adjacent properties.
 - b. Floor plans of all structures/facilities. Scale 1/8" = 1'0".
 - c. Elevation of all building (*existing and proposed*) structures.
 - d. Site profiles, at least two.
 - e. Detailed landscaping plans (*see requirements for landscaping plans at Department of Planning and Natural Resources*).
 - f. All typical site construction details: to include retaining walls, catch basins, roads, etc.
 - g. Road and driveway, profiles; road grades not to exceed 15% gradient.
 - h. Detailed Drainage, Sediment and Erosion Control Plan(s).
 - i. Official Recorded and Numbered PWD/OLG Map (*obtained from and certified by the Office of the Lieutenant Governor, Cadastral Division, St. Croix 773-6449; St. Thomas 774-9906*)
 - j. Existing topography and site survey map identifying all significant natural features.
 - k. Official Zoning Map with subject property delineated (*Full zoning map with SCZ/SJZ/STZ Map No. visible on left or right hand side*) (*obtained from the Office of the Lieutenant Governor, Cadastral Division*).
 - l. Copy of property's deed(s) together with all applicable covenants and restrictions.
 - m. Copy of U.S.G.S. Soil Survey Map.
 - n. Copy of Flood Insurance Rate Map with subject property delineated.

- o. Complete site analysis showing natural features to include type of trees and their caliper and which will remain.
 - p. A location map showing which island the development is on as well as where on the island the construction will occur.
 - q. Pictures depicting intervals along the perimeter of the property, its existing on-site conditions and surrounding neighborhood.
 - r. Proposed timing of development.
3. The applicant(s) understand(s) that the Department reserves the right to require any other information and/or documentation, which it feels will be necessary for consideration of this application. (*See Virgin Islands Code, Title 29, Chapter 3, §235 (c) for guidance on other information which may be required*).
 4. For purposes of compliance with Title 29, Section 239 (a) (2), a list of complete names, mailing addresses and plot numbers of all adjacent property owners extending a minimum radius of one hundred and fifty (150) feet from the boundary line of the subject property (*obtained from the Office of the Lieutenant Governor, Tax Assessor Division, St. Croix 773-6459 or 772-3115; St. Thomas 776-8505; St. John 776-6737*).
 5. I/we understand that in accordance with Title 29, Chapter 3, Section 239 (a) (3), I/we shall post a notice on the site of the proposed development for a period of fifteen (15) days prior to the public hearing on the group dwelling permit. Said notice will be posted in a conspicuous location on the site in clear view of passersby of the property. I/we understand that notice forms for this purpose may be obtained from the Department of Planning and Natural Resources' Division of Comprehensive and Coastal Zone Planning in St. Croix and St. Thomas.
 6. I/we understand that in accordance with Title 29, Chapter 3, Section 239 (1), I/we shall publish a notice of the public hearing for the group dwelling permit in a newspaper of substantial circulation (*Avis on St. Croix, Daily News on St. Thomas and St. John*) at least twice, at intervals of not less than two (2) days before such hearing. I/we understand that the form of the notice to be published may be obtained from the Department of Planning and Natural Resources.
 7. I/we understand that an application fee of two hundred and fifty dollars (\$250.00), plus an additional fee based on the following:
 - \$5.00 per acre—for 1 acre but less than 5 acres
 - \$10.00 per acre—for 5 acres but less than 10 acres
 - \$15.00 per acre—for 10 acres but less than 20 acres
 - \$20.00 per acre—for 20 acres or more
 shall be submitted with this application in the form of a money order or cashier's check, made payable to the "Government of the Virgin Islands".
 8. I/we understand that if any procedural defect arises as a result of failure to comply with any of the above requirements, cancellation of the public hearing may be

necessary. In such case, the public hearing would be rescheduled and the costs associated thereby borne by the applicant(s).

The Applicant(s) hereby petition(s) the Department of Planning and Natural Resources for a pre-application meeting to be followed by a public hearing, at the appropriate time, on the application for a Group Dwelling Permit.

I/we attest that the information submitted in this application is a true and accurate representation of my/our development plan(s) for the property.

Print _____

Sign _____

Date _____

Print _____

Sign _____

Date _____

STANDARDS AND REQUIREMENTS FOR GROUP DWELLING APPLICATIONS

1. **Site Planning Criteria:**
 - A. Maintain and/or maximize retention of the property's overall natural character.
 - B. Protect and enhance sensitive natural, cultural, historical, and archaeological areas.
 - C. Minimize site disturbance to the maximum extent possible. (*Reduce cuts and fills*).
 - D. Maintain or enhance the surrounding residential character where applicable.

2. **Structures should be in character with existing surrounding neighborhoods:**
 - A. Maximum height for structures shall not exceed two stories.
 - B. Maximum lengths and widths of all structures.
 - C. Spacing (*setback*) between residential structures may vary, depending on the overall design concept and the effect of the spacing on the character of the development.
 - D. Minimum, side, front and rear yards as specified by the respective zoning district provisions shall apply.
 - E. Where foundations, walls, footings, columns, retaining walls, cisterns, basements, storage utilities or cellar walls and/or any other vertical building component part(s) are exposed above finished grade, all such areas should be reduced to the maximum extent feasible, where this height shall not exceed five (5) feet.
 - F. Where designs include space(s) for mezzanines and lofts the provisions of Title 29, Section 225 (B) (92), shall govern, **except where such spaces and/or roof heights will adversely impact upon the character of the existing neighborhood and its surroundings.**

3. **Single Lot - Zoning Lot:**

The Group Dwelling Permit Provision of the V.I. Zoning Law allows a development project to be constructed on a single tract of land under single ownership. For purpose of the Group Dwelling Permit review; a single owner of two or more parcels of adjoining properties technically satisfies this requirement for filing a Group Dwelling Permit application. As a standard, an owner/developer has the right to declare to the Zoning Administrator his/her desire and intent to develop certain contiguous parcels as a part, or the basis for filing a Group Dwelling application.

Notwithstanding the above, the applicant/developer is required to combine all adjoining parcels **into a single legal parcel prior** to the issuance of a building permit.

The Group Dwelling Permit allows a developer to construct dwellings on a single parcel in a manner that fosters the retention of open space, preserves and conserves the natural features and vegetative cover of land, and encourages a high quality of lot layout, planning and development design that will stabilize and enhance the character of the district in the property is located.

4. Density:

Overall residential density for all Group Dwelling applications shall be calculated on the following basis:

- A. R-1 Zoned properties shall allow a maximum of two (2) dwelling units for every one half (1/2) of an acre, or four (4) dwelling units per acre of property. However, fractional acreage below the one-half acre minimum does not equate to any fractional density allowance.
- B. R-2 Zoned properties shall allow a maximum of two (2) dwelling units for every ten thousand square feet (1/4 acre) or eight (8) dwelling units per an acre of property. However, fractional acreage below the ten thousand square feet minimum does not equate to any fractional density allowances.
- C. All underdeveloped portions of properties shall remain in that state unless specific approval is granted for alternate use or intensity of development by the Commissioner of the Department of Planning and Natural Resources.

Site plans should be technically sufficient in its component parts with respect to:

- 1. Roadway, street layout design.
- 2. On-site drainage.
- 3. On-site lighting.
- 4. On-site recreational facilities; i.e. swimming pools, tennis courts, etc.
- 5. On-site utilities; sewage treatment plant.
- 6. Flood plan - hydrology analysis.
- 7. Historic, cultural and archaeological resources survey.

Please note that the above list of conditions is preliminary, and additional data may be required depending on the specific application and site conditions.