

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

Application for Approval of Preliminary Subdivision Plat

To the Department of Planning and Natural Resources:

An application is hereby submitted for the approval of the Preliminary Plan for a subdivision hereinafter more particularly described and detailed on the accompanying maps and documents.

1. Applicant's Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Note: Official correspondence will be mailed to the address above

2. Contact Person/Representative _____

Telephone _____ E-mail _____

3. Property Address _____

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

5. Zoning District _____

6. Site Acreage _____

7. Property Owners Name(s) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

8. Number of proposed lots: _____

9. Average lot size: _____; Range from _____ to _____

Area Allotment

Type of area	Area (Acres)	% of Total Area
Residential Lots	_____	_____
Road Right of Way	_____	_____
Recreation areas	_____	_____
Remainder of tract	_____	_____
Other (Specify)	_____	_____
Total	_____	_____

10. Roads

a. Right of Way Width(s): _____

b. Road Way Width(s): _____

c. Walk Way Width(s): _____

d. Road Surface types: _____

e. Maximum and Minimum Road Gradient(s) Max: _____ Min: _____

11. Predominant ground slope(s): _____ Range from _____ to _____

12. Development Plans

a. Sell lots only? Yes: _____ No: _____

b. Construction of houses for sale? Yes: _____ No: _____

Number of houses: _____

c. Other (*Specify in detail*) _____

13. Deed restrictions that may apply or are planned (*Use attached sheet to explain In detail*) _____

14. Name and profession of person designing preliminary plan.

Name: _____ Profession: _____

Address: _____

Telephone: _____ Email: _____

15. List proposed improvement and utilities and time of intended installation

Improvements

Time of Installation

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

16. List of maps and other material accompanying application and number of each.

Item

Number

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Developer must produce documents prior to requesting final approval that he/she has paid for the installation and connection of water and electricity lines, if the property is in the area of WAPA connections. All developers must produce documents before final approval that cable and telephone connections were paid for the subdivision.

I hereby certify that the information contained in this application is true and correct, and that all work will be done in compliance with all applicable Virgin Islands law regulating subdivision and zoning.

Print

Print

Sign

Sign

Date

Date

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

Preliminary Plat Submittal Requirements

The applicant shall submit a completed Application for Approval of the Preliminary Plat signed by the Applicant/Developer. Engineering Plans must be certified by a Registered Professional Engineer. The application shall be submitted with:

Three (3) copies of:

1. Preliminary Plat which is to include: Boundary Survey, Topography and Grading Plan, Schematic Street Layout, Schematic Utility Plan, Typical Cross-Sections of Streets, Plan and Profile Drawings and Special Details.

One (1) copy of:

2. Water Resources Map.
3. Soil Survey.
4. FEMA'S Flood Insurance Rate Map.
5. Sediment Reduction Program Map.
6. Official Recorded and Numbered PWD/OLG Map (*Must be obtained from and certified by the Office of the Lieutenant Governor, Cadastral Division, St. Croix 773-6449; St. Thomas 774-9906*)
7. Real Property Tax Clearance Letter (*Obtained from the Department of Finance, St. Croix 773-1105; St. Thomas/ St. John 774-4750*)
8. A copy of the property's deed and of any protective covenants or deed restrictions that apply to the land being subdivided.
9. Power of Attorney (*Notarized Power of Attorney required if applicant/representative is not the property owner(s) of record or if property is owned by more than one person.*)
10. A separate map showing only the property boundaries of the tract and proposed subdivided lots with their dimensions.
11. An approved Minor Coastal Zone Management (CZM) Permit by the DPNR's Division of Coastal Zone Management for Tier I properties.

12. A location map showing which island the development is on as well as where on the island the construction will occur.
13. Certification from the Department of Planning and Natural Resources' Division of Environmental Protection that the developer's plans for storm water management, and waste water (sewage) disposal have been approved.
14. Certification from the Department of Planning and Natural Resources' Division of State Historic Preservation Office of the property's cultural, historical and archaeological status.
15. Certification from the Virgin Islands Water and Power Authority that the developer's plans, easements and/or right of way for utilities are properly located and adequate in size for installation and maintenance of facilities.
16. Certification from the Department of Public Works that the developer's plans for streets (*roads*), walks, culverts, and any special engineering features have been approved.
17. If a zoning change was involved, a copy of the Legislative approval stating that the change has been granted.

Note: Approval of Preliminary Plats will not be granted until all required documents are submitted to the Division of Comprehensive and Coastal Zone Planning. Additionally, no activity, i.e. earth change, placement of monuments for individual lots, road cutting or construction of any kind, shall take place on the property until the Commissioner of the Department of Planning and Natural Resources has granted written approval of the Preliminary Plat.

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St. Croix
340-773-1082

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340-774-3320

Application for Final Approval of Final Subdivision Plat

To the Department of Planning and Natural Resources:

An application is hereby submitted for the final approval of the Final Plat for a subdivision hereinafter more particularly described and detailed on the accompanying maps and documents.

1. Applicant's Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Note: Official correspondence will be mailed to the address above

2. Contact Person/Representative _____

Telephone _____ E-mail _____

3. Property Address _____

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

5. Current Zone _____

6. Site Acreage _____

7. Property Owners Name(s) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

8. Date of Approval of Preliminary Plan: _____

9. Application Number of approved Preliminary Plan: _____

10. Does the Final Plat follow exactly the Preliminary Plan in regards to details and area covered? If not, indicate material changes: _____

11. Number of proposed lots for Final Approval: _____

12. Explain the function, ownership, and owner maintenance of common open space and other areas including private estate roads not otherwise reserved or dedicated for public use: _____

13. List of maps and other material accompanying application and number of each.

Item	Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Developer must produce documents prior to requesting final approval that he/she has paid for the installation and connection of water and electricity lines, if the property is in the area of WAPA connections. All developers must produce documents before final approval that cable and telephone connections were paid for the subdivision.

I hereby certify that the information contained in this application is true and correct, and that all work will be done in compliance with all applicable Virgin Islands law regulating subdivision and zoning.

Print

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Sign

Sign

Date

Date