



MINOR LAND

United States Virgin Islands
Department Of Planning And Natural Resources

Development Permit Application

The Revised Environmental Protection Handbook may be consulted for Technical Guidance

1.00 NAME AND ADDRESS OF APPLICANT

2.00 LOCATION OF PROJECT

- 2.01** Location and Agency Review Map
2.02 A copy of the Vicinity Map

3.00 ABSTRACT

4.00 STATEMENT OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT

5.00 DESCRIPTION OF PROJECT

6.00 SUMMARY OF PROPOSED ACTIVITY (To be provided on drawings)

- a. Discuss purpose of project
- b. Discuss the presence and location of any critical area(s) (e.g. historical, environmental or cultural significance/value) and possible trouble spot(s) (e.g. gullies, precipices, very steep hillsides)
- c. Discuss proposed method of land clearing
- d. Discuss provisions to preserve topsoil and limit site disturbance
- e. Discuss erosion and sedimentation control devices to be implemented
- f. Show schedule for earth changing activities & implementation of erosion/sediment control measures
- g. Discuss the maintenance of erosion and sediment control measures
- h. Discuss method of stormwater management
- i. Discuss maintenance schedule for stormwater facilities
- j. Discuss method of sewage disposal

7.00 SITE PLANS (Site plans shall be at a minimum scale of 1" = 20')

7.01 Lot Layout

- a. Show lot area, dimensions and metes & bounds
- b. Show setback dimensions (including natural drainages and wetlands)
- c. Show lot density
- d. Show lot occupancy
- e. Show recreational areas for proposed project (including walkways, benches and other landscape features)
- f. Show north arrow
- g. Site Topography at 5' intervals (Prepared and stamped by a registered land surveyor) with elevation points at each corner. Show rock outcrop and existing trees having a diameter of 6" or greater by species within area to be disturbed
- h. Show square footage and percentage lot coverage for all site improvements
- i. Show square footage and percentage open space for all site improvements
- j. Show project staging and material storage areas
- k. Show existing vegetation within area to be disturbed

7.02 Road Layout

- a. Show parking and driveway layouts with dimensions, station points and elevations
(Permeable materials encouraged where soils are suitable)
- b. Show calculations for required parking space(s)
- c. Show cuts & fill and profiles of roads

- 7.03 Position of Structures**
- a. Identify proposed and existing structures
 - b. Show building size, dimensions and number of stories
 - c. Show location and capacity of all storage tanks and cisterns
 - d. Show location of sewage disposal
 - e. Show site profile including all floor elevations and existing and finish grade elevations
 - f. Show underground utilities
- 7.04 Stormwater Drainage**
- a. Show natural and proposed drainage pattern
 - b. Show design details, profiles and location of stormwater control devices
 - c. Provide a hydrology report (Subdivisions only)
- 7.05 Erosion and Sediment Control**
- a. Show design details, profiles and location of erosion and sediment control devices (such as sediment basins, slope protection measures, retaining walls, siltfences, berms, vegetated swales etc.).
 - b. Show location of construction entrance and proposed methods to reduce silt travel onto road
 - c. Provide final grading plan
 - d. Provide landscaping plan (The Virgin Islands Zoning Code requires that removed trees with diameters between 4 inches and 6 inches must be replaced and removed trees with diameters larger than 6 inches must be replanted)
- 8.00 SEPTIC SYSTEM/WASTEWATER TREATMENT**
- a. Setback distances from property lines, water supply, waterbodies, and all structures (proposed or existing)
 - b. Septic capacity requirements
 - c. Septic details with cross section
 - d. Disposal site(s) and area of final effluent
- 9.00 OTHER REQUIRED DRAWINGS (1/4" = 1' - 0")**
- a. Floor Plans
 - b. Foundations/Footings
 - c. Total Project Elevation Views (Individual Buildings)
 - d. Section Views
- 10.00 REQUIRED MAPS (Indicate site on all Maps)**
- a. Recorded Parcel Map/Registered Survey Map
 - b. Show all easements on the site and within 50 feet of the property line
 - c. Official Zoning Map
 - d. FEMA Flood Insurance Rate Map
 - e. Water Resources Map - delineate watershed(s)
 - f. Sediment Reduction Program Map
 - g. Soil Survey - Soils Map
- 11.00 OTHER REQUIRED SUBMITTALS**
- a. Permit Application (Form L&WD-2)
 - b. Zoning Requirements Table (Form L&WD-3)
 - c. Proof of Legal Interest (Form L&WD -5)
 - d. Income tax clearance letter (Form L&WD-6) **(Tier 1 and Commercial Tier 2 Only)**
 - e. Corporate Application Form (If a corporation is the applicant, developer or owner of the project) (Form L&WD-7)
 - f. Certificate of Corporate Good Standing (For corporate applicants, developers or owners)
 - g. Application Fee
 - h. Property tax clearance letter **(Tier 1 and Commercial Tier 2 Only)**
 - i. Copy of Deed/Lease/Purchase Agreement
 - j. Certified list of all property owners within a 150' radius of the property boundaries. Include current mailing addresses based on the tax assessor's office records **(Tier 1 Only)**
 - k. Letter from the State Historic Preservation Officer - SHPO approving the Phase 1 Archaeological Resources Survey for the site (*Subdivisions* only)
 - l. Approved Road and Driveway permit.
 - m. Revenue Projection (commercial projects only) - provide the total gross revenue that can be generated from the proposed project
 - n. NFIP Flood Zone Designation (Form L&WD-8)

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION

FORM L&WD-2
PERMIT APPLICATION

Date Received: _____

Date Declared Complete: _____

Permit Application No. _____

Application is hereby made for an Earth Change Coastal Zone Permit

1. Name, mailing address, email address and telephone number of Applicant (person/entity with legal interest in the property, to which permit will be issued)

2. Name, title, mailing address and telephone number of Owner of property and Agent (if any)

Owner of Property(s)

Agent

_____	_____
_____	_____
_____	_____

3. Location of activity. Plot No. _____ PIN No. _____

Estate _____ Island _____

4. Zoning District _____

4.a State type of Land Uses as specified in the VI Zoning Law, which are applied for (e.g., restaurant, hotel, single-family dwelling, etc.)

5. Name, mailing address, email and telephone number of project designer.

6. Summary of proposed activity. Include all incidental improvements such as utilities, roads, etc. (Use additional sheets if necessary).

**FORM L&WD-2/PERMIT
APPLICATION CONT'D**

7. Date activity is proposed to start _____; be completed _____

8. Classification of minor or major permit. Check one:

Minor Permit Application

Major Permit Application

State below which criterion applies in making above check.

9. Application is hereby made for a permit to authorize the activities described herein. I agree to provide any additional information/data that may be necessary to provide reasonable assurance or evidence to show that the proposed project will comply with the applicable territorial water quality standards or other environmental protection standards both during construction and after the project is completed. I also agree provide entry to the project site for inspectors from the environmental protection agencies for the purpose of making inspection regarding this application and that to the best of my knowledge and belief, that such information provided herein, is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Signature of Applicant or Agent (if not owner)

Date

Sign

Print

Signature of Owner(s) (Required)

Date

Sign

Print

Sign

Print

FOR DEPARTMENT USE ONLY
Inspector Record

Date Inspected: _____

Application Approved

Application Disapproved

Inspector's Remarks: _____

Inspector

Date

Commissioner, Planning & Natural Resources

Date

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
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FORM L&WD-3
ZONING REQUIREMENTS TABLE

The following table shall be completed by the applicant with entries as appropriate for the zoning district in which the activity is taking place. **Not all the requirements will necessarily apply to a particular zone.** Consult the Zoning Law for guidance.

Applicants Name: _____ Signature: _____ Date: _____

Location of Activity (Plot No.): _____ Estate: _____ Zoning District: _____

1. Proposed use (residential etc.) _____
2. Accessory use if any _____
3. Number of onsite parking spaces: Existing _____ Proposed _____
4. Area of lot: _____ ft² _____ acres
5. Area covered by existing buildings _____ ft²; Area covered by proposed buildings _____ ft²
6. Total area of disturbance (includes footprint of all buildings, structures and parking areas) _____ ft²
7. Setback of building from street property line: Required _____ ft. Proposed _____ ft.
8. Side yard setback: Required _____ ft. Proposed _____ ft.
9. Rear yard setback: Required _____ ft. Proposed _____ ft.
10. Height of building: _____ ft. Stories _____
11. Lot width at street line (ft.) _____
12. Area of usable open space: _____ ft. _____ % of lot
13. Persons per acre ratio _____
14. Floor area ratio _____
15. Number of onsite parking and loading spaces _____
16. Building setback (yards 11, W-2 only) _____

FOR DEPARTMENT USE ONLY

Inspector: _____ Date: _____ Permit Application No. _____

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
-0-
VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**

**(DPNR FORM L&WD-6)
APPLICATION FOR TAX FILING AND PAYMENT STATUS REPORT****

Date: _____

The applicant identified below hereby requests a letter certifying his or her tax filing and payment status for the purpose of receiving a Coastal Zone Management Permit from the Virgin Islands Department of Planning and Natural Resources pursuant to Act 5270, amending Sections 910 (a)(2) and 911 (d)(2) of the Coastal Zone Management Act (Title 12, Chapter 21, Virgin Islands Code). The applicant authorizes the Bureau of Internal Revenue to disclose any taxpayer information necessary to process this application to the Virgin Islands Department of Planning and Natural Resources, who may make such further disclosures as are necessary to carry out the requirements of the Coastal Zone Management Act, as amended.

Name: _____

Business Name: _____

EIN/TIN: _____

SSN: _____

Please Indicate:

- _____ *Corporation
- _____ *Partnership
- _____ Individual
- _____ Other

Type of Business: _____

Please circle forms that you use: 1120, 1120s, 1065, 1040, 941 VI, 722 VI, 720, 720 VI, 720 BVI, 50VI, other (list)

Date Business Started: _____

Person Representing Applicant: _____ Position: _____

Signature: _____

Mailing Address: _____

Date: _____ Telephone Number: _____

Reply to: 9601 Estate Thomas, St. Thomas VI 00802 or 4008 Estate Diamond, St. Croix VI 00820

* Partnerships and/or Corporations must list partners/ corporate officers, social security numbers and addresses on a separate sheet and attach it to this application.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION**

**PUBLIC NOTICE
(SUPPLEMENT TO FORM L&WD-6)**

Pursuant to Act 5270, as approved by the Governor of the Virgin Islands on July 30, 1987, amending Section 910 (a) (2) and 911 (d) (2) of the Coastal Zone Management Act (Title 12, VI Code, Chapter 21), all applicants for Coastal Zone Management permits are required to present “certification from Bureau of Internal Revenue and Department of Finance” indicating “that the applicant has filed and paid all taxes, penalties and interest, and from the Office of the Lieutenant Governor that the applicants has filled its required annual report or has satisfactorily made agreement to pay the taxes or fill the required reports “12 VIC 910 (a) (2) (C), and “ (2) A coastal zone permit that includes an occupancy or development lease shall only be granted for a particular parcel of filled land for a lease period of not more than 20 years; provided that nothing in this subsection shall prohibit a lessee or permittee from executing a new lease at the end of the 20 year period. Any lease executed at the end of the lease period shall meet the requirements of this Chapter and shall be approved by the Governor and ratified by the Legislature, or in the event the Legislature is not in session, by the Committee on Planning and Environmental Protection.

For applicants not required by law to submit an annual report or to satisfactorily make an agreement to pay taxes or file the required reports, a letter from the Bureau of Internal Revenue, and/or the Department of Finance, and/or the Lieutenant Governor’s office so indicating will be required to continue further processing of the application.

Accordingly, all Coastal Zone Management permit applications (both minor and major), which are not accompanied by the certificates, as required by Act 5290, or written notification from said agencies indicating waiver or exemption of these requirements will not be accepted by the permitting office. It is the responsibility of each applicant to demonstrate compliance with the provisions of this Act.

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
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DEVELOPMENT PERMIT APPLICATION

FORM L&WD-7
CORPORATION/ASSOCIATION APPLICATION
(To be used when a corporation or association is making a Permit Application in Tier I)

(Corporation or Association Name)

By: _____
(Signature)
President or Vice-President or equivalent

Title/Position (Print)

Print

WITNESS:

ATTEST: _____
Secretary (or equivalent) Signature

Secretary (or equivalent) Print

Seal

On this ____ day of _____, 20____, before me the undersigned officer, personally appeared _____
_____, who acknowledges himself to be the _____
of _____; that he executed the foregoing instrument in the capacity above and has the
authority to execute this application on behalf of the company.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

Include Supporting Documents:

1. Compliance with Act No. 5270 by providing:
 - (a) Tax clearance letter from the Bureau of Internal Revenue
 - (b) Property tax clearance letter from the Lieutenant Governor's Office.
 - (c) Corporations and Associations: Certificate of Good Standing or equivalent, organizational documents & Amendments (Articles, Bylaws, Operating Agreement, Declarations)
 - (d) Corporate Resolution (or equivalent) authorizing action on behalf of the company.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
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DEVELOPMENT PERMIT APPLICATION**

FEE SCHEDULE

(TIER 1 ONLY)

As provided in Title 12, Chapter 21, Section 910(e)(4) VIC and set forth in Title 12 V.I. Rules and Regulations Subsection 910, effective September 18, 1992, a non-refundable administrative processing fee will be required to be filed with the applications for all Coastal Zone Permits in accordance with the following fee schedule:

(A) Minor Coastal Zone Permit Application

- (i) For estimated construction cost of \$10,000 or less \$50.00
- (ii) For estimated construction cost greater than \$10,000 but less than \$25,000 \$125.00
- (iii) For estimated construction cost of \$25,000 or greater \$200.00

(B) Major Coastal Zone Permit Application

- (i) For estimated construction cost of \$250,000 or less \$500.00
- (ii) For estimated construction cost of \$250,000 but less than \$500,000 \$750.00
- (iii) For estimated construction cost of \$500,000 or greater \$1,000.00

Whenever the Commissioner finds that the processing of a Major Coastal Zone Permit Application requires significant administrative expenditures in excess of those typically required, additional reasonable fees may be assessed to cover, for instance, the hiring of consultants when specialized expertise is needed that is not available in the Department.

Flood Plain Determination and Permit Application

To be completed by all applicants

1. Owner: _____
 Mailing Address _____
 Home Tel. #: _____ Business Tel. #: _____ Cellular #: _____

2. Designer: _____
 Lic. #: _____ Tel. #: _____ Cellular #: _____

3. Plot #: _____ Estate: _____ Quarter: _____
 Flood Zone Designation: _____

If your flood zone designation is Zone A, AE, AO, A1-30, A99, V, VO, Ve or V1-V30 as shown on the NFIP FIRM Map, then complete this section.

*****, NFIP Flood Zone Designation *****

1. Type of development:
 1 or 2 Family dwelling () Mobile Home () Non-Structural ()
 3 Family or more, Apartment or Condo Structure () Non- Residential Structure: ()
 Commercial Structure () New Construction () Non-Structural ()
 Addition to Structure () 50% Substantial Improvement of Existing Structure ()
 Description of Activity _____

2. Base Flood Elevation at the Development Site is _____ ft. above mean sea level (msl).

3. Elevation of the First Floor, Basement or Flood proof level for proposed structure is _____ ft.

4. Describe the Non-Structural Activity i.e. septic tank, waste water treatment plants etc. (including the location and development): _____

5. Attach a certified copy of site plan (8.5" x 11") showing Base Flood Elevation . See sample attached.

FOR OFFICE USE ONLY	
Is the property located in an identified Flood Hazard Area? () YES () NO	
NFIP Zone Designation: _____ Forward to Flood Plain Manager : () YES () NO	
Application : APPROVED () DENIED () RESUBMIT ()	
Plan Reviewer Name: _____	
Signature: _____	Date: _____

SITE PLAN

SCALE: ONE INCH EQUALS 50 FT.
SFHA or 100-Year Flood plain

IN THE FLOOD PLAIN

NOTES: ALL BASEMENTS WILL BE CONSTRUCTED OF CINDER BLOCK AND WILL BE LEFT UNFINISHED. FOR STRUCTURES LOCATED ON LOTS #1 AND #2, UTILITIES WILL BE SITUATED ON FIRST FLOORS.

BFE - Base (Or 100 Year) Flood Elevation
(Tied Into Elevation 6.0 NGVD)

BASEMENT FLOOR EL
4 FT. BELOW GROUND LEVEL

Existing House

LOT #1

PROPOSED HOUSE

LOT #2

BASEMENT FLOOR EL
4 FT. BELOW GROUND LEVEL

BASEMENT FLOOR EL
6 FT. BELOW GROUND LEVEL

Undeveloped Lot

LOT #3

Estate Road

Private Road

Shore Line

