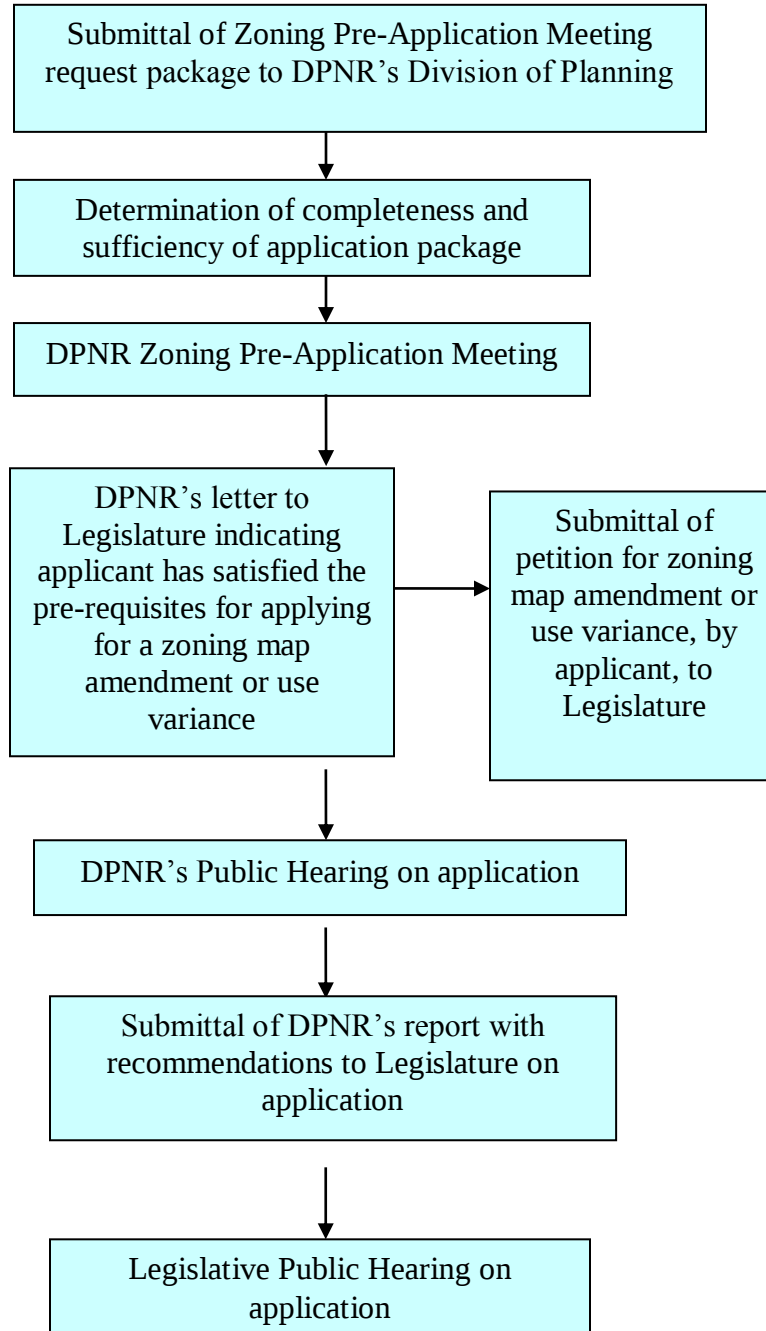


## **Procedure for all Zoning Map Amendment Proposals**



**ZONING MAP AMENDMENT FEES**

Application Fee: \$250.00

In addition to the above:

|                                      |                  |
|--------------------------------------|------------------|
| 1 acre but less than 5 acres.....    | \$ 5.00 per acre |
| 5 acres but less than 10 acres.....  | 10.00 per acre   |
| 10 acres but less than 20 acres..... | 15.00 per acre   |
| 20 acres or more.....                | 20.00 per acre   |

**ADDITIONAL FEES**

Certified Mail – postage and mailing of letters prepared by DPNR to adjacent property owners notifying them of scheduled Public Hearing.

Newspaper Ads – the cost of the advertisement of the agenda for the public hearing shall be divided amongst all applicants involved in the hearing.

Transcript – the cost of the transcript of the testimony recorded at the public hearing shall be divided amongst all applicant involved in the hearing.

Office Use Only

Date Application Received: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Date Application Deemed Complete: \_\_\_\_\_  
Date of Pre-Application Meeting: \_\_\_\_\_  
Date Application Fee Paid: \_\_\_\_\_  
Tracking No. ZA \_\_\_\_\_



**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

**Official Zoning Map Amendment Request Form**

Zoning Amendment Request is for: ☐ Rezoning ☐ Use Variance

1. Applicant \_\_\_\_\_

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 \_\_\_\_\_ Proposed Zone or Use Variance \_\_\_\_\_

6. Site Acreage \_\_\_\_\_

7. Property Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_
8. Detailed Description of what exists on the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Does what exist on the property conform to its current zoning district's requirements?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
10. Detailed Description of Proposal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Is the property served by municipal sewer lines? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please explain plan for sewage disposal. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Is the property served by municipal water lines? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please explain plan for water supply. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Are there any flood ways on the site? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Are there any cultural/historical resources on site? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe how the cultural/historical resource(s) will be incorporated into the development.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Are there any covenants and restrictions of record on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, provide a copy of the restrictions.  
Do they preclude undertaking of the uses that are proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

## Required Submittals

**One electronic copy** of this application along with every item in the checklist below or

**Two printed copies** of this application along with two copies of every item in the checklist below:

One (1) Copy for submission to the Division of Comprehensive and Coastal Zone Planning

One (1) Copy for submission to the Legislature

Printed documents shall be submitted on letter-sized paper (8.5" x 11"). One copy of the Official Recorded and Numbered PWD/OLG Map shall be submitted on letter-sized paper.

Maps, Surveys, Plans, and Renderings shall be submitted in a format no larger than 24" x 36".

- ☐ **Letter of Application-** Address letter to the Senate President; Indicate name of property owner(s) and authorized agent(s) with mailing addresses and contact numbers, legal physical address and acreage of parcel(s) to be rezoned, current and requested zone, and specific intent for zoning map amendment.
- ☐ **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*)
- ☐ **Adjacent Property Owners Certification-** 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*).
- ☐ **Recorded Deed** (*Include copy of covenants and restrictions referenced in deed; obtained from the Office of the Lieutenant Governor, Recorder of Deeds, St. Croix 773-6449; St. Thomas 774-9906*)
- ☐ **Real Property Tax Clearance Letter** (*Obtained from the Department of Finance, St. Croix 773-1105; St. Thomas/ St. John 774-4750*)
- ☐ **Contract of Sale and/or Lease Agreement** (*if applicable*)
- ☐ **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.*)
- ☐ **Articles of Incorporation** (*required if the property is owned by a Corporation*)
- ☐ **Photographs** (*Depicting intervals along the perimeter of the property, its existing on-site conditions, and surrounding neighborhood*)
- ☐ **Conceptual Site Plan and/or As-built drawing-** At a minimum scale of 1 inch = 40 feet and includes the following:
  - \_\_\_\_\_ Conceptual layout of the property.
  - \_\_\_\_\_ Existing/proposed building locations and footprint.
  - \_\_\_\_\_ Location of uses and open spaces.
  - \_\_\_\_\_ Location of watercourses (*guts*) and existing/type of vegetation on the site.
  - \_\_\_\_\_ Location of existing/proposed street and driveways, accesses, and circulation patterns.
  - \_\_\_\_\_ Current use and zoning of the site and adjacent property.

- \_\_\_\_\_ Landscape design and screening/buffering plan.
- \_\_\_\_\_ Proposed lot size/density and setback.
- \_\_\_\_\_ Proposed development timing.

**PLEASE NOTE:** Submission of the requested information is a prerequisite for a pre-application meeting and **does not** constitute the submission of an application to the Legislature for a Zoning Map Amendment or Use Variance. **A determination that an application is complete IN NO WAY implies that additional information may not be required.**

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

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_