

Comprehensive and Coastal Zone Planning (CCZP)

Division of Planning

CCZP's Activity Areas

- Provides technical assistance to public regarding zoning & development provisions
- Provides technical assistance to other divisions & government departments regarding zoning & development provisions e.g., review of Business License, Earth Change, & Major CZM permit 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 conduct of Wireless Facility public hearings/informational meetings & preparation of recommendations (VIC, T. 29, Ch. 5, subCh. 312 (b)- 8)
- Assists Division of Building Permits in conduct of Zip line public hearings & preparation of recommendations
- Reviews applications for land subdivision into four or more parcels &/or creation of new road (VIC, T. 29 Ch. 3, subCh. II)
- Reviews & grants 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)

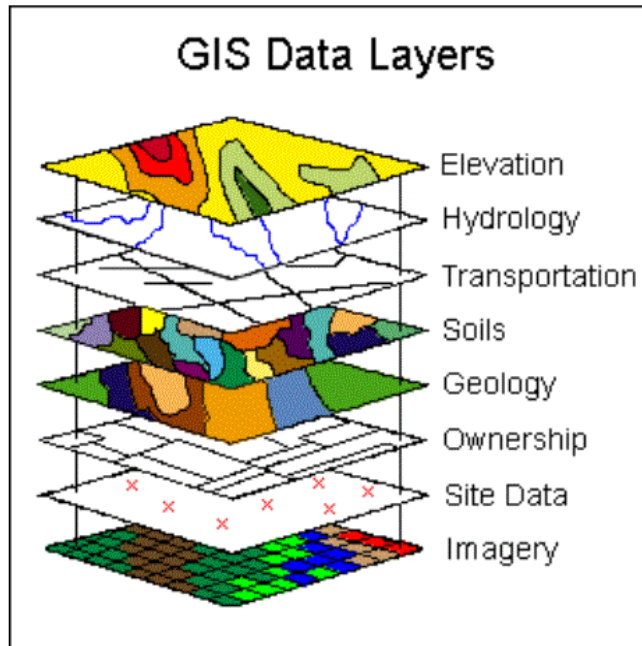
What is zoning?

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

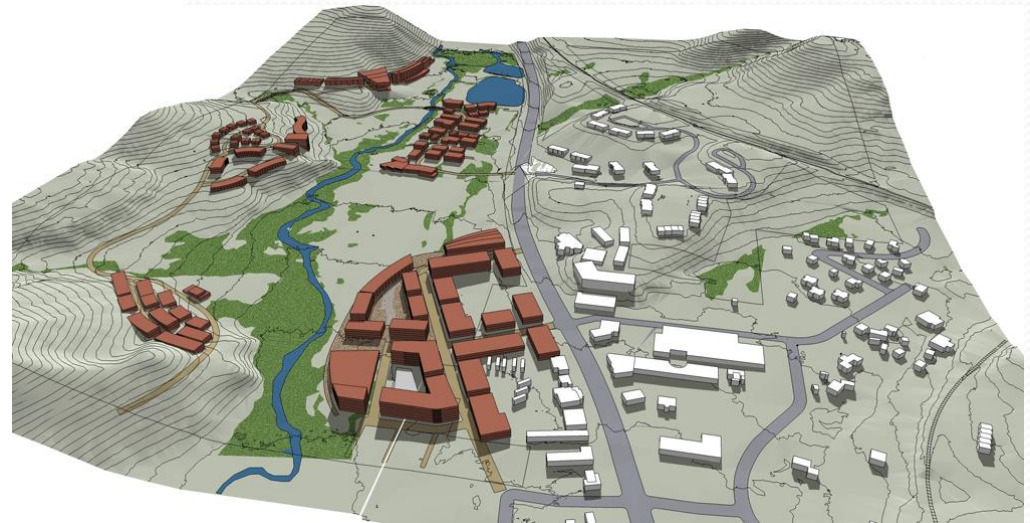
What is planning?

- 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 polling 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

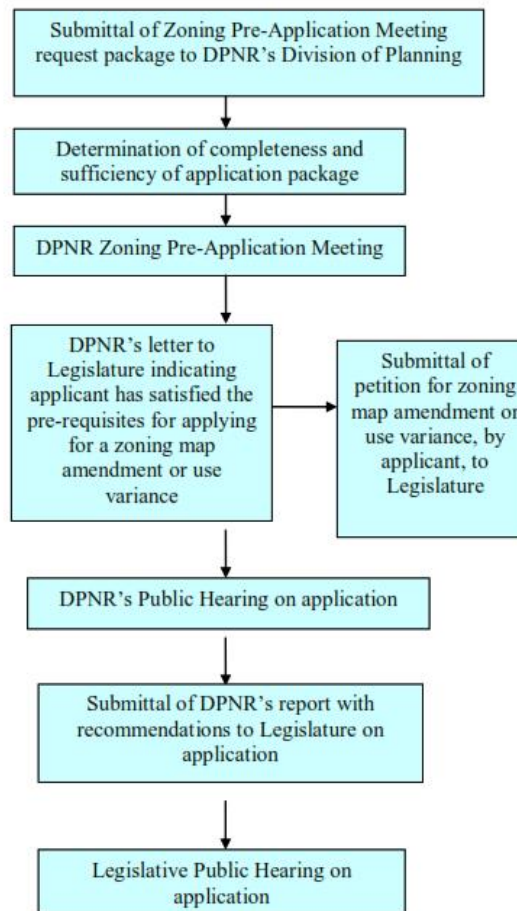
Earth Change
(In House Review Sheet)

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	Side1	Side2
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 If yes, explain how.			
Do the C&Rs affect development? Yes No If yes, explain how.			
Processed by:		Date:	

FORM EC-2.14

Zoning Map Amendments (rezonings/use variances)

Procedure for all Zoning Map Amendment Proposals



Conduct of Wireless Facility public hearings

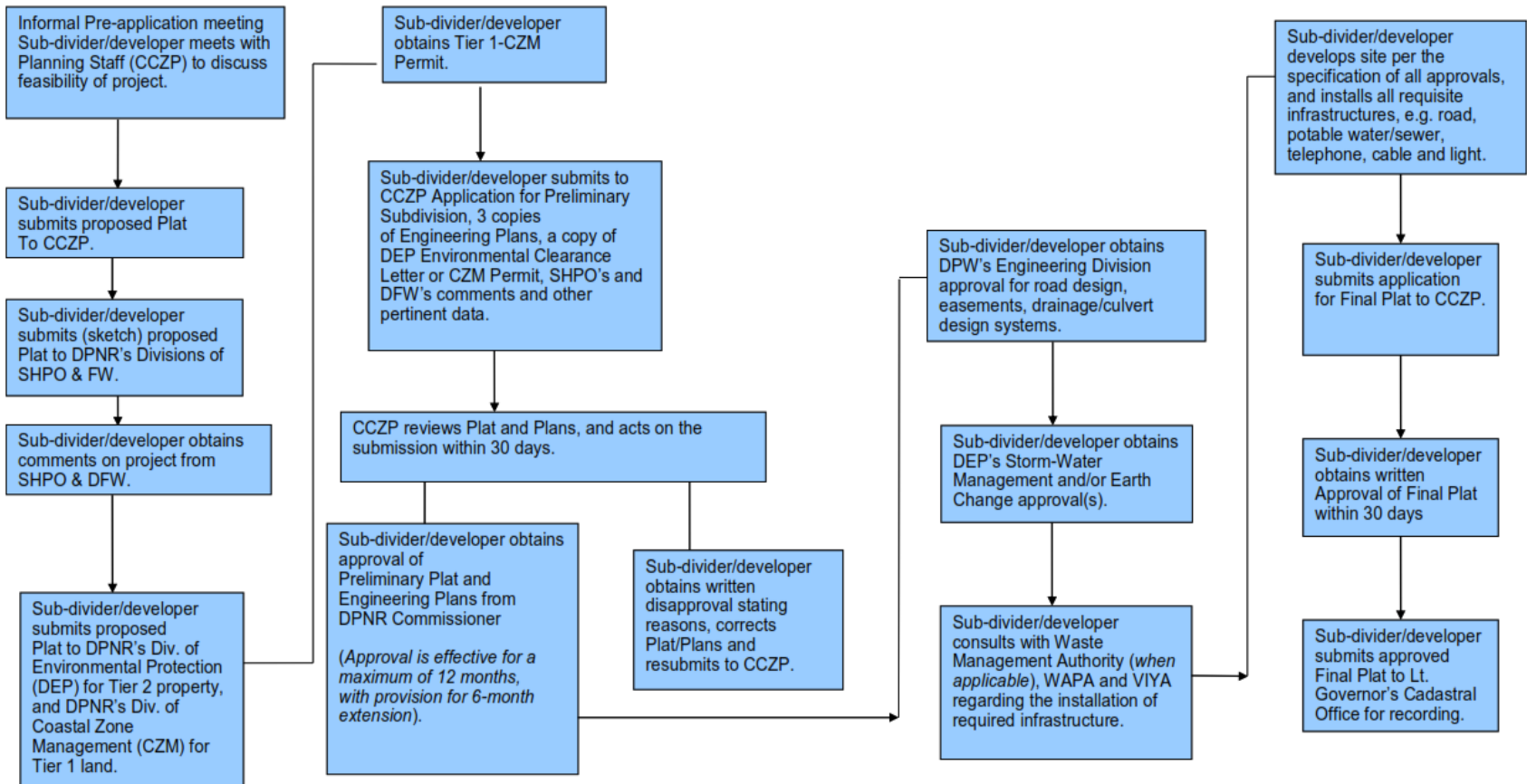
- CCZP receives completed application from the Division of Building Permits
- Prepares public hearing documents: letters to applicant, neighbors (within 500' radius), newspaper ad template and sign template
- Conducts public hearing
- Prepares recommendation memo for Division of Building Permits
- Commissioner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

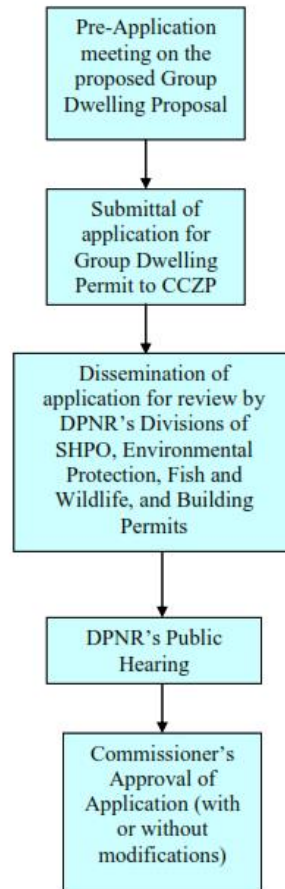
Review of Subdivision Applications

PROCEDURE FOR ALL SUBDIVISION DEVELOPMENT PROPOSALS



Group Dwelling Permits

Procedure for all Petitions for Group Dwelling Permits



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:
 - <https://legvi.org/index.php/service/social-care/>
(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)