



MAJOR LAND

United States Virgin Islands
Department Of Planning And Natural Resources

Development Permit Application

I. EARTH CHANGE PLAN/ENVIRONMENTAL ASSESSMENT REPORT

Section I is a list of the requirements of an Earth Change Plan/EAR. These requirements are described in more detail in the document "Guidelines for Earth Change Plan/Environmental Assessment Report for Land Projects", which is contained in this permit application packet. *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

5.01 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 sewerage disposal

5.02 SITE PLANS (Drawings shall be stamped and at a minimum scale of 1" = 20')

5.02.01 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; for slopes 25% or greater, provide 10' 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 the distance from low water mark to landward structure
- l. Show any filled lands present
- m. Show existing vegetation within area to be disturbed

5.02.02**Road Layout**

- a. Show road profile drawings with percentage grades
- b. Show parking and driveway layouts with dimensions, station points and elevations (Permeable materials encouraged)
- c. Show calculations for required parking space(s)
- d. Show road curb details
- e. Show location of utility easement (where applicable)

5.02.03**Position of Structures**

- a. Identify and number proposed and existing structures - show position using angles and distance from property bound posts (two per each structure corner)
- b. Show building size, dimensions, number of stories, and first level finish floor elevation
- c. Show location of all storage tanks and cisterns
- d. Show location of sewage disposal and all components including disposal area(s)
- e. Show site profile including all floor elevations and existing and finish grade elevations
- f. Show garbage receptacle area(s)
- g. Show and delineate by type all underground utilities

5.02.04**Septic System/Wastewater Treatment**

- a. Show Setback distances from property lines, water supply, waterbodies and all structures (proposed or existing)
- b. Show Septic capacity requirements
- c. Show Septic details with cross section
- d. Show Disposal site(s) and area of final effluent

5.02.05**Stormwater Drainage**

- a. Show natural and proposed drainage patterns
- b. Cistern capacity/ Roof top collection calculations
- c. Show location of stormwater control measures
- d. TR-55 calculations and map showing area of watershed(s)

5.02.06**Stormwater Facilities**

- a. Show capacity of structures
- b. Show cross-section design details of structures
- c. Identify and describe natural drainage course(s) (guts) existing on site or within 100' of site

5.02.07**Erosion and Sediment Control Plan**

- a. Show design details, profiles and location of erosion and sediment control devices (such as sediment basins, slope protection measures, retaining walls, silt fences, 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. Show post construction erosion and sediment control plan

5.02.08**Landscaping Plan**

The Virgin Islands 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.

- a. Show location of existing vegetation of 6" diameter by species, and also show proposed vegetation of 6" diameter or greater by species within area to be disturbed
- b. Show Irrigation Plan and details
- c. Show location of all endangered plant species within area to be disturbed

5.02.09**Other Required Drawings (1/4" = 1' - 0")**

- a. Floor Plans
- b. Foundations/Footings (Footprints)
- c. Total Project Elevation Views (Individual Buildings)
- d. Section Views (Buildings and other structures)

5.02.10

Required Maps (Indicate site on all Maps)

- a. Recorded parcel map(s)/Registered Survey Map(s)
- b. Show all easements on the site and within 50 feet of the property line
- c. Official Zoning Map - delineate site zoning and surrounding property zoning
- d. FEMA Flood Insurance Rate Map
- e. Water Resources Map - delineate watershed(s)
- f. Sediment Reduction Program Map
- g. Soil Survey - Soils Map

5.03

Project workplan

- a. Identification of subprojects and activities
- b. Phasing of subprojects and activities

6.00

SETTING AND PROBABLE PROJECT IMPACT ON THE NATURAL ENVIRONMENT

6.01

Climate/Weather

6.02

Landform Geology, Soils and Historic Landuse

6.03

Drainage, Flooding and Erosion Control

- a. Discuss existing drainage patterns
- b. Discuss proposed alterations to drainage patterns
- c. Discuss the relationship of the project to the coastal floodplain
- d. Peak stormwater flow calculations
- e. Discuss any existing stormwater disposal structures
- f. Discuss proposed stormwater control facilities
- g. Discuss maintenance schedule for stormwater facilities
- h. Discuss proposed method of land clearing
- i. Discuss provisions to preserve topsoil and limit site disturbance
- j. Discuss the presence and location of any critical area(s) and possible trouble spot(s)
- k. Discuss erosion and sediment control devices to be implemented
- l. Discuss the maintenance of erosion and sediment control devices
- m. Discuss the impacts of terrestrial and shoreline erosion

6.04

Fresh Water Resources

6.05

Oceanography (**Tier 1 Only**)

- a. Sea Bed alteration
- b. Tides and currents
- c. Wave and wind impacts
- d. Marine water quality

6.06

Marine Resources (**Tier 1 Only**)

6.07

Terrestrial Resources

6.08

Wetlands

6.09

Rare and Endangered Species

6.10

Air Quality

7.00

IMPACT OF THE PROPOSED PROJECT ON THE HUMAN ENVIRONMENT

7.01

Land and Water Use Plans

7.02

Visual Impacts

7.03

Impacts on Public Services and Utilities

7.04

Social Impacts

7.05

Economic Impacts

7.06

Impacts on Historical and Archaeological Resources

- 7.07 Recreational Use
- 7.08 Waste Disposal
- 7.09 Accidental Spills
- 7.10 Potential Adverse Effects which Cannot be Avoided

- 8.00 **MITIGATION PLANS** (Describe compensation measures for any adverse environmental impacts)

- 9.00 **ALTERNATIVES TO PROPOSED ACTION**

- 10.00 **RELATIONSHIP BETWEEN SHORT & LONG TERM USES OF MAN'S ENVIRONMENT**

- 11.00 **REFERENCES** (Organizations and/or Persons Consulted, Documents etc.)

II. OTHER REQUIRED SUBMITTALS

- a. Approved Road and Driveway Permit
- b. Permit Application (Form L&WD-2)
- c. Zoning Requirements Table (Form L&WD-3)
- d. Major Project Summary Data (Form L&WD-4)
- e. Proof of Legal Interest (Form L&WD-5)
- f. Income tax clearance letter (Form L&WD-6)
- g. Corporate Application Form - If a corporation is the applicant, developer or owner of the project (Form L&WD-7)
- h. Certificate of Corporate Good Standing (For corporate applicants, developers or owners)
- i. Copy of Deed/Lease
- j. Property tax clearance letter (From the Department of Finance)
- k. Application Fee(s)
- l. A 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)**.
- m. Letter from the State Historic Preservation Officer - SHPO approving the Phase 1 Archaeological Resources Survey for the site
- n. Qualifications & background of designers, engineers & other professionals involved with the project
- o. Market study, analysis and feasibility of the project
- p. NFIP Flood Zone Designation (Form L&WD-8)

III. IMPORTANT NOTES

- A. Major permit application packages shall include all items on this checklist and shall be bound before they will be accepted by staff.
- B. Major permit applications for Tier 1 are only accepted during the first five (5) working days of each month. Major permit applications for Tier 2 are accepted each day during the month.
- C. The statutory time-frames for processing permits will not begin until an application is deemed complete.
- D. A determination that an application is complete IN NO WAY implies that additional information may not be required.
- E. Excess administrative costs associated with processing the application, for tier 1 projects, will be assessed against the applicant pursuant to Title 12 V.I. Rules and Regulations, Chapter 21, Section 910-5 (d).
- F. Contact the Division of CZM for Tier 1 or Division of Permits for Tier 2 if you have any questions. DPNR urges all applicants to verify the specific requirements for any application prior to submittal. This can be done through a written request for a pre-application meeting.
- G. **(Tier 1):** Ten (10) copies of this entire application plus three (3) sets of full size blueprints must be submitted for evaluation. Twenty (20) additional copies will be required once an application is deemed complete.
(Tier 2): Four (4) copies of this entire application plus four (4) sets of full size blueprints must be submitted for evaluation.

**DEPARTMENT OF PLANNING AND NATURAL RESOURCES
GUIDELINES FOR EARTH CHANGE PLAN/ENVIRONMENTAL ASSESSMENT
REPORT
FOR LAND PROJECTS IN THE COASTAL ZONE**

*FOR MARINA DEVELOPMENT REFER TO THE “SUPPLEMENTAL EAR GUIDELINES
FOR MARINA DEVELOPMENT” FOR ADDITIONAL GUIDANCE*

A. INTRODUCTION

The Coastal Zone Management Act of 1978 and the Environmental Protection Program require that an applicant for any Earth Change or CZM permit supply a completed application including an Environmental Assessment Report (EAR) for tier 1. The EAR shall “include detailed information about the existing environment in the area of a proposed development, and about the effects which a proposed development is likely to have on the environment; an analysis and description of ways in which the significant adverse effects of such development might be mitigated and minimized and an identification and analysis of reasonable alternatives to such development” (Section 902 (o)).

B. GUIDELINES FOR EAR PREPARATION OF EARTH CHANGE PLAN/EAR

The required contents and format for major permits EARs are presented on the next page. This is followed by a discussion of the types of information which should be presented in each section.

Guidelines on each section are comprehensive but not exhaustive since each project is unique. The nature and amount of information required will depend on the project involved. It is the applicant’s responsibility to provide a complete and accurate discussion of the project and its impact on the environment. It is strongly recommended that each preparer of an EAR meet with CZM/Permit staff well in advance of submission of the application. The purpose of each pre-application meeting is to advise the prospective applicant as to the kinds of information that must be included in the application for reviewers to conduct an adequate impact assessment for the proposed project. This procedure will generally save much time and effort, both for the applicant and the DPNR staff.

The use of supporting materials and scientific references is encouraged. All references should be cited, as they are used, in the text of the application and EAR.

EARTH CHANGE PLAN & ENVIRONMENTAL ASSESSMENT REPORT

SECTIONNUMBER	SECTIONNAME
1.00	NAME AND ADDRESS OF APPLICANT
2.00	LOCATION OF PROJECT
3.00	ABSTRACT
4.00	STATEMENT OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT.
5.00	DESCRIPTION OF PROJECT
5.01	Summary including proposed dates of construction
5.02	Drawings and Maps
5.03	Project Workplan
6.00	ENVIRONMENTAL SETTING AND PROBABLE PROJECT IMPACT ON THE ENVIRONMENT
6.01	Climate/Weather
6.02	Landform, Geology and Soils
6.03	Drainage, Flooding and Erosion Control
6.04	Fresh Water Resources
6.05	Oceanography
6.06	Marine Resources
6.07	Terrestrial Resources
6.08	Wetlands
6.09	Rare and Endangered Species
6.10	Air Quality
7.00	IMPACT OF THE PROPOSED PROJECT ON THE HUMAN ENVIRONMENT
7.01	Land and Water Use Plans
7.02	Visual Impacts
7.03	Impacts on Public Services
7.04	Social Impacts
7.05	Economic Impacts
7.06	Impacts on Historical & Archaeological Resources
7.07	Recreational Use
7.08	Waste Disposal
7.09	Accidental Spills
7.10	Potential Adverse Effects which cannot be avoided
8.00	MITIGATION PLANS
9.00	ALTERNATIVES TO PROPOSED ACTION
10.00	RELATIONSHIP BETWEEN SHORT TERM USES OF MAN'S ENVIRONMENT
11.00	ORGANIZATIONS AND PERSONS CONSULTED

INSTRUCTIONS FOR PREPARING THE EARTH CHANGE PLAN/EAR

Title: Give appropriate title including name of project, its major components and location

1.00 NAME AND ADDRESS OF APPLICANT

2.00 LOCATION OF PROJECT: Provide a copy of the location and agency review map; or a copy of the vicinity map for water projects. Give estate, plot number, zoning and geographical coordinates as applicable.

3.00 ABSTRACT: This should highlight the results of the following document in an abbreviated manner. Significant impacts, project description, ameliorative actions should be included.

4.00 STATEMENTS OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT: Briefly describe what the project is intended to achieve.

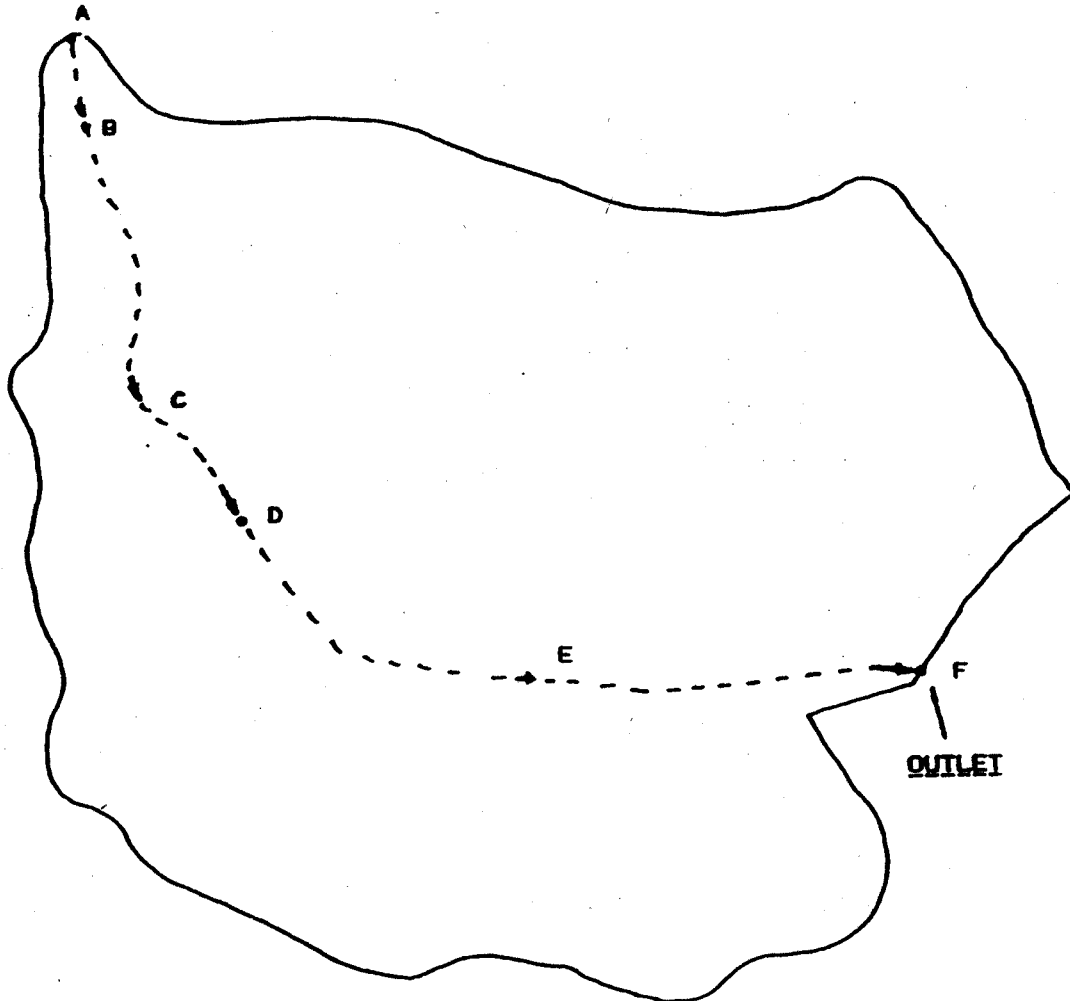
5.00 DESCRIPTION OF THE PROJECT: This section should include a description of what is to be done if a permit is granted. (How many cubic yards of dredging, number of condominiums, infrastructure changes, modifications of existing facilities, etc.).

5.01 Summary including proposed dates of construction (Start and Finish): The time required for the processing of all necessary permits must be taken into account here. For water projects additional time must be allocated since such permit applications must be forwarded to the offices of the Governor and VI Legislature after approval by the CZM Committee. Water projects also require a permit from the US Army Corps of Engineers, which are applied for simultaneously with the coastal zone application through the joint DPNR/Corps of Engineers application.

5.02 Drawings and Maps Required: Provide drawings and maps as indicated in section 5.02 of the Major Land Development Application.

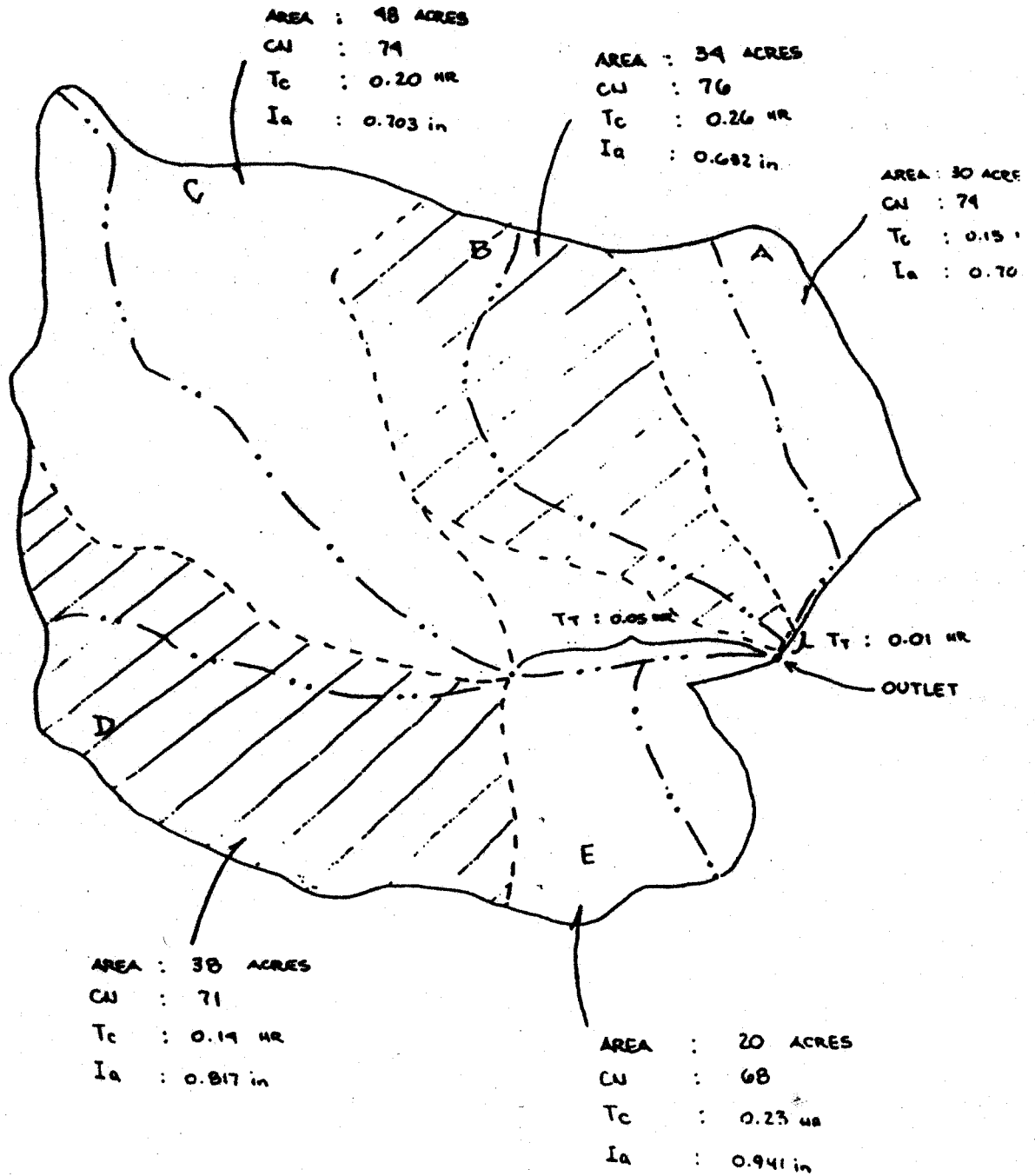
For projects involving dredging, the location and dimensions (length, width, depth) of the dredged area as well as any areas used for fill or spoil description must be given. Give methods of excavation, type of material to be used for backfill, quantity and type of materials to be excavated, intended use of excavated and/or filled areas, and methods to be used to retain materials and prevent erosion of filled areas.

TR-55 Sample Map 1



<u>Reach</u>	<u>Description of flow</u>	<u>Slope</u> ft/ft	<u>Length</u> (feet)
A to B	Sheet flow (Grass-Range)	0.17	300
B to C	Shallow concentrated (unpaved)	0.22	1000
C to D	Shallow concentrated (unpaved)	0.18	500
D to E	Open channel (velocity of 12 fps)	----	1200
E to F	Open channel (velocity of 8 fps)	----	1200

TR-55 Sample Map 2



5.03 **Project Workplan:**

a. Identification of subprojects and activities: For all major applications the project must be divided into a set of subprojects, defined as the smallest physical components of a project that would be recognized by an engineer as separate units. For each subproject listed a corresponding set of activities must be identified, and each activity must be described in sufficient detail so that the nature of the work can be determined. An activity is a major human work action or process involved in the construction of a subproject, as distinct from the physical components. For example:

- Subproject I: Site Preparation
- Activity 1: Boundary delineation (describe)
- Activity 2: Dredging (describe)

b. Phasing of subprojects and activities: A time schedule of the work elements must be provided in the form of a phasing diagram (see example below).

MONTH #1	MONTH#2	MONTH #3	MONTH #4	MONTH #5
SUBPROJECT I (Give Name)				
<div style="border: 1px solid black; width: 60%; margin: 0 auto; height: 20px;"></div>				
Activity 1 (Give Name)				
<div style="border: 1px solid black; width: 40%; margin: 0 auto; height: 20px;"></div>				
Activity 2 (Give Name)				

6.00 ENVIRONMENTAL SETTING AND PROBABLE PROJECT IMPACTS ON THE ENVIRONMENT

While the methods selected by the preparer of the application/EAR will ultimately depend on the type of ecosystem being investigated, the nature of the proposed environmental alteration and the magnitude of the development, the following checklist will help in designing studies compatible with the goals and policies of the Environmental Protection Program and the VI Coastal Zone Management Act.

a. Scope of information required: 1) A description of the existing environment including plant and animal species, existing community structure, marine life, soil conditions, geology, etc., is required. In some cases, a broader or more regional perspective (report should encompass all or a substantial portion of a major island, insular shelf area, or the coastal waters surrounding such areas) may be necessary if those resources may be affected by the proposed project. 2) The applicant should evaluate and assess potential impacts likely to occur to the environment due to development. 3) Also include all of the actions which are to be taken by the applicant to reduce impacts within the surrounding natural and human environment. Examples would be the use of sediment curtains in dredging, limitation of noise producing activities to daylight hours and other such actions which will be used by the developer to reduce the environmental impacts.

b. Currency of information: Applicants are encouraged to make full use of information already existing in EARs, government studies, reports, etc.. Such information must meet the quality standards contained herein, and must represent a synthesis of available data updated as necessary to provide an accurate picture of present conditions. A bibliography of some of the available literature is presented in the appendix.

c. Seasonal data: Some types of projects will require that the application/EAR include data on seasonal variations in such factors as winds, currents, rainfall, community structures, etc.. If such data are not available, they will have to be collected by the applicant. Applicants for such projects should plan to begin data collection well in advance of the projected application date.

6.01 Climate/Weather: A summary of climatic information for the area should be presented along with any potential modification of the microclimate which might be affected by the project. Seasonality should be considered in this section. This discussion should include both the rainfall averages for the general area and those for the nearest individual reference station. Rainfall data will help to anticipate flooding probabilities so that runoff from project activities can be minimized.

Other information to be included:

1. Wind and wave direction and magnitude in relation to project site.
2. Impacts on recreational water users.
3. Impacts of abnormal rainfall events.

- 4) Impacts of wind and wave energy on specific features to be constructed in the marine environment.
- 5) Impacts of slopes and drainage on sediment carrying capacity and impact to marine environment and terrestrial environment.

6.02 Landform Geology and Soils: Available information regarding soils, topography and underlying geological formations, and any historical information regarding land use patterns, salt pond filling, or dredging must be included. The range of slopes (%) on the site should be given as well as the average slope. Include information concerning sediment composition in relation to sewage retention and terrestrial runoff, impacts of slopes and drainage on sediment carrying capacity and impact to marine environment and terrestrial environment.

Any change likely to occur in the topography or bathymetry of the area as a result of the implementation of the project should be discussed. Elevation drawings should also be referenced. Soil limitations must also be included.

6:03 Drainage, Flooding and Erosion Control:

Drainage & Flooding

- a. Drainage information from such sources as topographic maps, site inspection, persons living in the area, etc., should be included to show the relationship of the project to existing drainage patterns. A water resources map showing all major drainage channels and watersheds is available at DPNR or Public Works.
- b. In addition, project activities that will result in alterations in drain patterns, flood plains, and watershed should be discussed.
- c. The relationship of the project to the Coastal Flood Plan (100-year frequency tidal flood) should be discussed - this information can be found in Flood Plain Information (Army Corps of Engineers, 1975 and Flood Damage Prevention, Rules and Regulations, 1993), available at DPNR. The elevation of a 100 year frequency inland flood must be identified and discussed as it relates to the project - this information is computed and illustrated on maps for selected drainages basins as part of the National Flood Insurance Program. For other areas, computations will have to be presented in the application.
- d. Peak flow calculations for runoff should be made for the downstream point of discharge of the existing site as a result of a 25-year, 24-hour storm (50-year, 24-hour storm if drainage area is in excess of 50 acres, or if the site or areas downstream from it are subject to flooding). Postdevelopment peak runoff rates and average volumes must be maintained at levels that are similar to predevelopment levels.
- e. Existing storm water disposal structures (if any) must be discussed.

- f. Include TR-55 to show postdevelopment loadings of TSS reduced so that the average annual TSS loadings are no greater than predevelopment loadings.

Erosion Control

- a. Discuss potential for sediment runoff and impacts to wetlands and other water resources.
- b. Discuss proposed method of land clearing.
- c. Discuss provisions to preserve topsoil and limit site disturbance.
- d. Discuss the presence and location of any critical area(s) and trouble spot(s).
- e. Discuss erosion and sedimentation control devices to be implemented.
- f. Discuss the maintenance of erosion and sediment control devices.

6.04 Fresh Water Resources: Discuss the relationship of the project site to any existing surface water or ground water resources in the area.

6.05 Oceanography (Tier 1 Only): When a project bears any relationship to the marine environment, a thorough discussion of the biological and physical oceanography is warranted. Some of this information is available in a variety of EARs and government publications. However, the permittee is expected to gather information for the specific project site. The following information is to be included:

- Tidal flushing - spring and NEAP tides
- Wave impact - general and storm impact
- Bathymetric survey
- Station location maps for currents and bathymetry
- Water quality parameters of temperature, D.O., salinity, fecal coliform, turbidity etc.
- Dredging activities

Note: Methodology must be of adequate sample size, duration and scientifically acceptable.

a. Sea Bed Alteration: When a proposed project involves alteration of the sea bed (pier construction, dredging, etc.) or when runoff will alter the topography the EAR must include an analysis of the existing bathymetry and geology of the area in question.

b. Tides and Currents: When a project is marine-related, this information must be supplied. The National Oceanic and Atmospheric Administration (NOAA) publishes tides tables annually. Information on current patterns is available from EARs prepared for island development and from several government publications.

c. Wave Impacts: The impact of both normal wave action and potential storm wave action on the project site should be described. Hurricane frequency and the resultant increase in sea level and wave height should also be discussed.

d. Marine Water Quality: Most of the available information regarding marine water quality is available through the Department of Planning and Natural Resources, Division of Environmental Protection, Ambient Monitoring Program. The potential effects of sediment runoff on water quality should be discussed. Map indicating coral reefs and seagrass beds shall be included.

6.06 Marine Resources and Habitats Assessment: (Tier 1 Only)

This section should include a discussion of the marine organisms present in the waters likely to be affected by the project. Habitat distribution maps and a list of the important or characteristic species observed, with some indication of relative abundance should be supplied. A thorough discussion of projects impacts regarding displacement, habitat reduction or decimation of aquatic organisms should be addressed.

In addition, marine projects must be discussed in terms of their impacts on commercial fishing and recreational activities that have traditionally taken place in these areas. Please provide qualitative and quantitative information on the following:

- Benthic fish communities
- Benthic invertebrate communities
- Coastal Pelagic fish communities
- Benthic seagrass communities
- Mangrove proproot communities

6.07 Terrestrial Resources: A discussion of the flora and fauna of the project site and a description of the general ecology of the area must be addressed. Particular reference should be made to the plant and animal communities likely to be impacted by the project.

Include a habitat distribution map. Also include distribution and abundance of floral and fauna maps; qualitative and quantitative description and information; presence and location of rare or endangered plants (V.I. and Federal).

6.08 Wetlands: The term “wetlands” refers to those areas that are inundated or saturated by ground or surface water at a frequency and duration to support a community of organisms specifically adapted to this type of environment. This definition includes terrestrial wetlands as well as those shallow and intertidal marine areas supporting seagrasses or attached marine algae (including, but not limited to, salt or freshwater ponds, salt marshes, lagoons, tidal flats, etc.). Discuss the effects of the project on existing wetland habitats and give the area of wetlands likely to be affected by dredging, filling or other related activities (impoundment, water level manipulation, thermal or other effluents) and list the predominant emergent and/ or submerged plant species. Discuss type, composition and use by wildlife. Include a letter from Army Corps of Engineers on wetland verification.

6.09 Rare and Endangered Species: A discussion of the occurrence of any federal or locally endangered species in the project area should be included. A list of federal endangered species is given in the Endangered Species Act (US Fish and Wildlife Service, 1974) and local endangered species are described in VI Fish and Wildlife Service publications: St. Thomas 775-6762, St. Croix 772-1955). Any potential project impacts upon an endangered species must be discussed.

Include: presence of species; use of project site (nesting, bedding etc.); numbers; location; mitigation plans.

6.10 Air Quality: DPNR publishes summaries of air quality for the Virgin Islands. This information can be obtained by contacting the Division of Environmental Protection: St. Thomas 774-3320 or St. Croix 773-0565. Additionally, the applicant should discuss any modifications in local air quality resulting from project activities including noise, dust and dirt, and other air contaminants. Include information on the production of toxic substances that potentially can affect fish and wildlife.

7.00 IMPACTS ON THE HUMAN ENVIRONMENT

7.01 Land and Water Use Plans: The zoning of both project site and adjacent areas, CZM designations (SNAs, APCs. etc.), Coastal Barrier Resources Act and any other long-term use information (future development plans) must be included and discussed in this section. Describe adjacent uses and any other uses within 200 feet of project site.

7.02 Visual Impacts: This section should include a discussion of the aesthetic implications and visual effects of the proposed project, including architectural and landscaping considerations, visual compatibility with the surroundings and preservation of open space and vistas.

7.03 Impacts on Public Services: A quantitative and qualitative statement must be presented regarding project for the following public services along with methods intended to help reduce anticipated demands:

- a. Water: This section should must include an analysis of available fresh water supplies vs project demands (in gal./person/day) and must specify how any supply deficiencies will be dealt with. If the applicant plans to have their own water plant, permits must be obtained from the Division of Environmental Protection.
- b. Sewage Treatment and Disposal: Project sewage must be handled in an environmentally safe manner. A discussion of the amounts of sewage expected to be generated by the project as well as methods to be used in the handling, treatment and disposal of these wastes is required.
- c. Solid Waste Disposal: The applicant should quantify the amount of solid wastes expected to be generated by the project as well as methods for disposal. The impacts of

project solid wastes on public disposal facilities (i.e. landfill areas) should be described if they expect to be utilized along with options to reduce the impacts (compaction, garbage separation, on-site incineration, etc.). Also address removal methods (private haulers, Public Works removal, etc.).

d. Roads, Traffic and Parking: The applicant must describe the potential impacts of the development on area roads and highways in the vicinity of the project. Topics should include anticipated increased traffic loads, access and entry ways, circulation patterns, existing road hazards, highway safety, etc.. Additional information may be asked of the applicant to help evaluate project impacts on roads and traffic (traffic counts, detailed drawings of entry ways, etc.).

Parking requirements should be described. Parking minimums are outlined in the V.I. Zoning Code, but additional spaces should be considered if necessary.

e. Electricity: Estimates of project power demands, as well as the anticipated source(s) (including emergency back-up generating power for essential project services, if necessary) must be addressed.

f. Schools: A statement as to the long term or short term impacts likely to be created on the local educational system because of the project is necessary.

g. Fire and Police Protection: Project security and fire preventions measures should be described (e.g. parking lot and walkway lighting, easy access for fire-trucks and fire-fighters, an accessible water supply for fighting fires, fire retardant building materials, evacuation plan, water sprinklers, etc.).

h. Public Health: Likely impacts upon the hospital & medical facilities should be addressed.

7.04 Social Impacts: Discuss the ways in which the proposed project could affect the social environment of the immediate area and of the island as a whole. Information on potential population increases, resulting in more temporary and long-term residents, as well as the rate of increase must be considered. Discuss changes in population composition (age, income, household size, place of origin, etc.). Also address the characteristics of the project which may encourage additional growth and development (e.g. a major expansion of a waste water treatment plant might allow for more construction in the area). The desirability of such growth or growth incentives must be discussed.

7.05 Economic Impacts: Demonstrate through market survey the need and viability of the project. The effects of the development on the local economy must be clarified including: the number of jobs which will be generated (both construction and permanent), the number or percent of jobs that will be seasonal, and the income likely to be generated by new employment opportunities. Secondary economic effects must be considered including but not limited to, locally retained economic

multipliers, effects on adjacent real estate values, impacts on the housing market, and others. Cost/benefit analysis must be included. Discuss what tax benefits will be applied for, and how this will impact on the overall tax revenue of the Government.

A quantitative statement of all tax revenues which will accrue to the V.I. Government as a result of the project must be provided (Property tax, gross receipts, income tax, etc.). This must be balanced by information on the capital costs associated with the provision of needed public facilities and services.

7.06 Impacts on Historical and Archeological Resources: Such sites must be adequately described and mapped. Anticipated impacts must be discussed. DPNR has an archaeologist on staff if questions need be answered.

7.07 Recreational Use: If the project causes any adverse impacts on current or traditional recreational activities within the area, these should be thoroughly discussed and the affected groups identified. Discuss how the project can enhance existing recreational facilities around the project site.

7.08 Waste Disposals: Describe methods for disposal of any wastes to be generated by the proposed project during the construction and during the operational phase of project including, but not limited to, thermal or saline effluents, chemical residues, dredge spoils, oil and hazardous materials. Discuss the effects of waste discharges on the natural and human environment and state whether such discharges have been permitted by the appropriate federal or territorial regulatory agencies. Provide copies of contracts for waste oil haulers and depositors as well as an oil spill mitigation/contingency plan. Discuss sewage disposal methods include information about nutrient loading and bacterial contamination.

7.09 Accidental Spills: Projects handling oil or other hazardous materials are required to prepare a Spill Contingency Plan under Act 3538 - this document must be referenced and the major points summarized under this section. Applicant must be obtained from the Department of Planning and Natural Resources, Division of Environmental Protection for appropriate permits.

7.10 Potential Adverse Effects Which Cannot Be Avoided: All such effects must be listed and discussed.

8.00 MITIGATION PLANS: Describe compensation measures for any adverse environmental impacts

9.00 ALTERNATIVES TO PROPOSED ACTION: All such reasonable alternatives, including a no action alternative, must be discussed. Describe alternatives which would reduce or eliminate any adverse effects, even if such alternatives substantially impede the attainment of the project objectives and are more costly.

10.00 RELATIONSHIP BETWEEN SHORT TERM AND LONG TERM USES OF MAN'S ENVIRONMENT:

This section must involve a thorough discussion regarding the relationship of this project to long term uses of the Virgin Islands Coastal Zone Resources, including the natural, social and economic environment.

Uses of nonrenewable resources during the initial and operation phases of the project may be irreversible since a large commitment of such resources makes removal of nonuse thereafter unlikely. Primary impacts and, particularly, secondary impacts (such as a highway improvement which provides access to a nonaccessible area) generally commits future generations to similar uses. Irretrievable commitment resources should be evaluated to assure that such current consumption is justified.

11.00 REFERENCES: The identity of all federal, state or local agencies, other organizations and private individuals consulted in preparing the EAR, and the identity of the persons, firm or agency preparing the EAR by contract or other authorization, must be given. It is recommended that adjacent property owners, impacted citizens groups, and affected individuals should be contacted. The qualifications of all persons involved in the preparation of the application/EAR must also be submitted.

This checklist of items recommended for preparing an Environmental Assessment Report (EAR) has been reviewed and approved with comments and modification as are noted within the text.

Date: _____

Applicant/Authorized Representative

DPNR Representative

**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 No. _____

Application is hereby made for a Earth Change/Coastal Zone Permit

1. Name, mailing address and telephone number of applicant.

2. Name, title, mailing address and telephone number of owner of property and of developer.

Owner

Developer

3. Location of activity. Plot No. _____

Estate _____ Island _____

4. Zoning District _____

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

6. Name, mailing address and telephone number of principal earthwork contractor.

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

7a. State type of Land Uses as specified in the VI Zoning Law, which are applied for e.g., restaurant, hotel, single dwelling, etc.

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

8. Date activity is proposed to start _____, be completed_____

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

Minor Permit Application

Major Permit Application

State below which criterion applies in making above check.

10. 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 standard or other environmental protection standards both during construction and after the project is completed. I also agree to provide entry to the project site for inspectors from the environmental protection agencies for the purpose of making inspections regarding this application, and that to the best of my knowledge and belief the 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

Date

Signature of Owner (Where Applicant
or Agent is not Owner)

**FOR DEPARTMENT USE ONLY
Inspector Record**

Date Inspected: _____

Permit Approved

Permit Disapproved

Inspector's Remarks: _____

Inspector

Date

Commissioner, Planning & Natural Resources

Date

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

**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 your guidance also consult the zoning Requirement Matrix attached to the application forms, i.e., for a R-2 zone only items 1 through 11 will apply.

Applicants Name: _____ Signature: _____ Date: _____

Location of Activity-Plot No. _____ Estate _____ Island _____

Zoning District: _____

1. Proposed use (residential etc.) _____
2. Accessory use if any _____
3. Number of on site parking spaces Existing _____ proposed _____
4. Area of lot, (sq. ft. or acreage) _____
5. Area covered by proposed and existing buildings, (sq. ft.)

6. Setback of building from street property line, (ft.)

7. Side yard setback ft) _____
8. Rear yard setback (ft) _____
9. Height of building (ft. or stories depending on zone) _____
10. Proposed: _____
11. Lot width at street line (ft.) _____
12. Area of usable open space (sq. ft. and (%) 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 No. _____

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

**FORM L&WD-4
MAJOR PROJECT SUMMARY DATA**

Section I. Applicant

1. Name, address and telephone number of applicant.

2. Name, address and telephone number of owner of Property and of developer.

Section II. Summary of Proposed Development

3. Describe the proposed development

Section III. Description of Proposed Development

4. Name of development _____

5. Plot No. _____

6. Zoning District: _____

7. PWD Map No.

8. Proposed use (residential, etc. as listed in Zoning Law): _____

9. Accessory use if any _____

FORM L&WD-4
MAJOR PROJECT SUMMARY DATA Cont'd

10. Area of Lot(s) (acreage) _____

11. Area covered by existing buildings (sq. ft.) _____

12. Area covered by proposed buildings (sq. t.) _____

13. Floor area total _____

14. Floor area ratio (B-1, B-2 zones only) _____

15. Number of buildings _____

16. Number of units total _____

	Person		Persons	
17. Schedule of units:	Efficiencies _____		x 1.5 Unit _____	= _____
	1 bedroom _____		x 2 _____	= _____
	2 bedroom _____		x 3 _____	= _____
	3 bedroom _____		x 4 _____	= _____
	Other _____		x _____	= _____
	Total Persons _____			

18. Number of on site parking and loading spaces _____

19. Maximum building height (stories/ft) _____

20. Adjoining property land use(s) _____

21. Setback of building from street property line (ft) _____

22. Sideyard setback (ft) _____

23. Rear yard setback (ft) _____

24. Density (person/acre) _____

25. Area of usable open space (sq. ft. % of lot) _____

FORM L&WD-4
MAJOR PROJECT SUMMARY DATA Cont'd

Section IV. Comments

26. Proposed Potable Water Supply (method & quality estimate gal/day)

27. Proposed Sewage Treatment (method & quality estimate gal/day)

28. Proposed Solid Waste Disposal (method & quality estimate lbs/day)

29. Proposed Electrical Supply (method & demand estimate KWH for single & 3 phase)

30. Air Conditioning (method & demand estimate (KWH)

31. Other Utilities_____

32. Other_____

Section V.

33. Will the development extend onto or adjoin any beach tidelands, submerged lands or public trustlands?

34. Will the development maintain, enhance or conflict with public access to the shoreline and along the coast?

35. Will the development protect or provide moderate income housing opportunities?
Will it displace moderate income housing?

36. How will the development affect traffic on the coastal access roads?

Signature of owner or authorized agent

Date

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

FORM L&WD-5
PROOF OF LEGAL INTEREST

AFFIDAVIT

I, _____ being duly sworn depose and say that:
Applicant(s)* (or John Doe of Entity Applicant)

1. _____ am/is the (check one)
(I or Entity/Applicant)

Record title owner (fee simple) Lessee Other (specify) _____

Of the real property described as Parcel No(s) _____

Estate _____ Quarter _____ Island _____

***Applicant(s) is required to provide documentation for legal interest stated above (e.g. deed, lease, etc.)**

2. I have the irrevocable approvals, permission, or power of attorney from all other persons with a legal interest in the property to undertake the work proposed in the permit application as more fully set forth in the exhibit (s) attached hereto:

 Signature Date

 Signature Date

 Print

 Print

The foregoing instrument was acknowledged before me this ____ day of _____

20 ____ by _____ at _____ county
(Name or Name/Title of Entity)

of _____.

 Notary Public

 My Commission expires

**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
-0-
VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**

**(DPR 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: #1A Lockharts Garden, 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

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.

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, Vc 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.

SPHA or 100-Year Flood plain

100 YR FLOOD BOUNDARY

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

BASEMENT FLOOR EL
4 FT. BELOW GROUND LEVEL

PROPOSED HOUSE

LOT #2

BASEMENT FLOOR EL
6 FT. BELOW GROUND LEVEL

Undeveloped Lot

LOT #3

Estate Road

Private Road

Shore Line

