



# **MINOR WATER**

**United States Virgin Islands  
Department of Planning and Natural Resources**

*Development Permit Application*

**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) and possible trouble spots
- c.  Discuss proposed method of construction
- d.  Discuss provisions to limit site disturbance
- e.  Discuss sedimentation control methods to be implemented
- f.  Show schedule for construction activities & implementation of sediment control measures.
- g.  Discuss the maintenance of sediment and siltation control measures

**6.00 OTHER REQUIRED SUBMITTALS**

- a.  Application Letter (Form L&WD-1)
- b.  Joint Application, U.S. Army Corps of Engineers/Virgin Islands Department of Planning and Natural Resources
- c.  Proof of Legal Interest (Form L&WD-5)
- d.  Income tax clearance letter (Form L&WD-6)
- e.  Corporate and Association Application Form – If a corporation is the applicant, developer or owner of the project (Form L&WD-7)
- f.  Certificate of Corporate Good Standing or Equivalent (For corporate applicants, associations, developers or owners)
- g.  Copy of Deed/Lease/Purchase Agreement/Easement Rights.
- h.  Application Fees
- i.  List all property owners within a 150' radius of the property boundaries. Include current mailing addresses as exist at the tax assessor's office.
- j.  Qualifications & background of designers, engineers & other professionals involved with the project.
- k.  A cost estimate (materials and labor) must be submitted.
- l.  Revenue projection – provide the total gross revenue that can be generated from the proposed project
- m.  Environmental Assessment Report for Minor Projects in Coastal Waters.

**DEPARTMENT OF PLANNING AND NATURAL  
RESOURCES DIVISION COASTAL ZONE MANAGEMENT**

**ENVIRONMENTAL ASSESSMENT REPORT  
FOR MINOR PROJECTS IN COASTAL  
WATERS**

Instructions for Completing this Report: Applicant must complete this form. Use back of page and/or attach additional sheets if more spaces are needed to complete any response - be sure to give the appropriate question number. If all information is not accurate and complete, the application will be rejected until such deficiencies are corrected.

**Section I. Applicant**

1. Name, mailing address, email address and telephone number of Applicant.

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2. Name, address, email address and telephone number of owner of upland property and of developer (if different from Applicant).

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**Section II. Project Objectives and Description**

In this section give a brief description of the proposed development, including all structures on submerged lands, coastal waters or shorelines. The relationship of the development to applicable items below should be explained fully. Attach additional sheets if necessary.

3. Briefly describe what the project is intended to achieve (e.g. private pier for sailboats, etc.)

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4. Will the development extend into or adjoin any beach or shoreline area? Explain.

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

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6. Describe the construction methods to be used.

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7. Describe procedures to be used in controlling environmental impacts.

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8. Describe reasonable alternatives to the project, or to its location, which could feasibly attain the basic objectives, and why they were rejected in favor of the ultimate choice.

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**Section III. Description of the Existing Environment Without the Project**

(Information supplied must be current: if obtained from other studies, give name, year and authorship of publication.)

9. Give a qualitative description of the bottom sediments in the immediate vicinity of the project. State color, odor, and use the following terms to describe grain size: boulders, cobblestones, gravel, coarse sand, muddy sand, mud, beachrock coral rock.

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10. Check the boxes which best describe the types of coastal submarine habitats existing within the immediate project area, and within 1/4 mile (1,320 ft.) from the project boundaries:

- |  |  |
|--|--|
| <input type="checkbox"/> corals, including soft corals | <input type="checkbox"/> salt ponds                        |
| <input type="checkbox"/> seagrass or algal beds        | <input type="checkbox"/> rocky shore                       |
| <input type="checkbox"/> hard, rocky bottom            | <input type="checkbox"/> sand beach                        |
| <input type="checkbox"/> sand bottom                   | <input type="checkbox"/> cobble beach                      |
| <input type="checkbox"/> muddy bottom                  | <input type="checkbox"/> developed or urbanized waterfront |
| <input type="checkbox"/> mangroves                     | <input type="checkbox"/> other (describe)                  |

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**Section IV. Environmental Effects**

11. List any anticipated adverse environmental effects resulting from implementation of this project and any measures that will be taken to minimize these.

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**Section V. Preparation of EAR and Person(s) Consulted**

12. Person(s), firm or agency preparing the EAR, by contract or other authorization:

Name (Print)	(Signature)	Date
Address		Zip
Email Address		Telephone Number

13. Person(s) or agencies consulted:

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

**FORM L&WD-1\*  
JOINT PERMIT APPLICATION LETTER**

COMMISSIONER  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
8100 LINDBERG BAY, STE #61  
CYRIL E. KING AIRPORT TERMINAL, SECOND FLOOR  
ST. THOMAS, US VIRGIN ISLANDS 00802

Dear Commissioner:

The undersigned wishes to make application to the Virgin Islands Government and the Secretary to the Army for a permit to:

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It is understood that approval of this application is required pursuant to Act No. 4248 of the Virgin Islands Code, and I hereby certify that the proposed activity complies with the enforceable policies of the VI CZM Act and that the development will be conducted in a manner consistent with the VI Coastal Zone Management Program.

Included in this application is the Department of the Army permit application form (ENG 4345). It is further requested that this letter and application be forwarded to the US Army Corps of Engineers, Antilles Regulatory Section, for consideration.

Signature of Applicant

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Title, if a Corporation

**\*Not required if the application is for the continued use and occupancy of an existing structure, and no development activities will be taking place.**

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)

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

Owner(s) of Property

Agent

_____	_____
_____	_____
_____	_____
_____	_____

3. Location of activity. Plot No.: \_\_\_\_\_ PIN No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Estate: \_\_\_\_\_ Island: \_\_\_\_\_

4a. Zoning District: \_\_\_\_\_

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

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

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

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**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 air and water quality standards, 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 Department of Planning and Natural Resources, or other environmental protection agencies, for the purpose of making inspection regarding this application. 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 (if not owner)

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Signature of Owner(s) of the property (Required)

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

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**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  
-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 check forms that you use:**

- 1120,  1065,  I 040,  941VI,
- 722VI,  720B,  720VI,
- other (list)

Date Business Started: \_\_\_\_\_

Person Representing Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reply to: 6115 Estate Smith Bay, suite 225, St. Thomas VI 00802 – 340-715-1040(phone), 340-774-2672(fax)  
or 4008 Estate Diamond, St. Croix VI 00820 – 340-773-1040(phone), 340-773-1006(fax)

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

**THIS FORM IS TO BE SUBMITTED TO VIBIR UPON COMPLETION**

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 5270, 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  
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.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
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.

**U.S. ARMY CORPS OF ENGINEERS**  
**APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT**  
 33 CFR 325. The proponent agency is CECW-CO-R.

*Form Approved -*  
*OMB No. 0710-0003*  
*Expires: 30-SEPTEMBER-2015*

Public reporting for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

**PRIVACY ACT STATEMENT**

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and/or instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

**(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)**

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
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**(ITEMS BELOW TO BE FILLED BY APPLICANT)**

5. APPLICANT'S NAME First -                      Middle -                      Last - Company - E-mail Address -			8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required) First -                      Middle -                      Last - Company - E-mail Address -		
6. APPLICANT'S ADDRESS: Address- City -                      State -                      Zip -                      Country -			9. AGENT'S ADDRESS: Address- City -                      State -                      Zip -                      Country -		
7. APPLICANT'S PHONE NOS. w/AREA CODE a. Residence              b. Business              c. Fax			10. AGENTS PHONE NOS. w/AREA CODE a. Residence              b. Business              c. Fax		

**STATEMENT OF AUTHORIZATION**

11. I hereby authorize, \_\_\_\_\_ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT                      DATE

**NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY**

12. PROJECT NAME OR TITLE (see instructions)			
13. NAME OF WATERBODY, IF KNOWN (if applicable)		14. PROJECT STREET ADDRESS (if applicable) Address	
15. LOCATION OF PROJECT Latitude: °N                      Longitude: °W		City -                      State-                      Zip-	
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions) State Tax Parcel ID                      Municipality Section -                      Township -                      Range -			

17. DIRECTIONS TO THE SITE

18. Nature of Activity (Description of project, include all features)

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

**USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED**

20. Reason(s) for Discharge

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type	Type	Type
Amount in Cubic Yards	Amount in Cubic Yards	Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres  
or  
Linear Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is Any Portion of the Work Already Complete?  Yes  No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

a. Address-

City - State - Zip -

b. Address-

City - State - Zip -

c. Address-

City - State - Zip -

d. Address-

City - State - Zip -

e. Address-

City - State - Zip -

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED

\* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

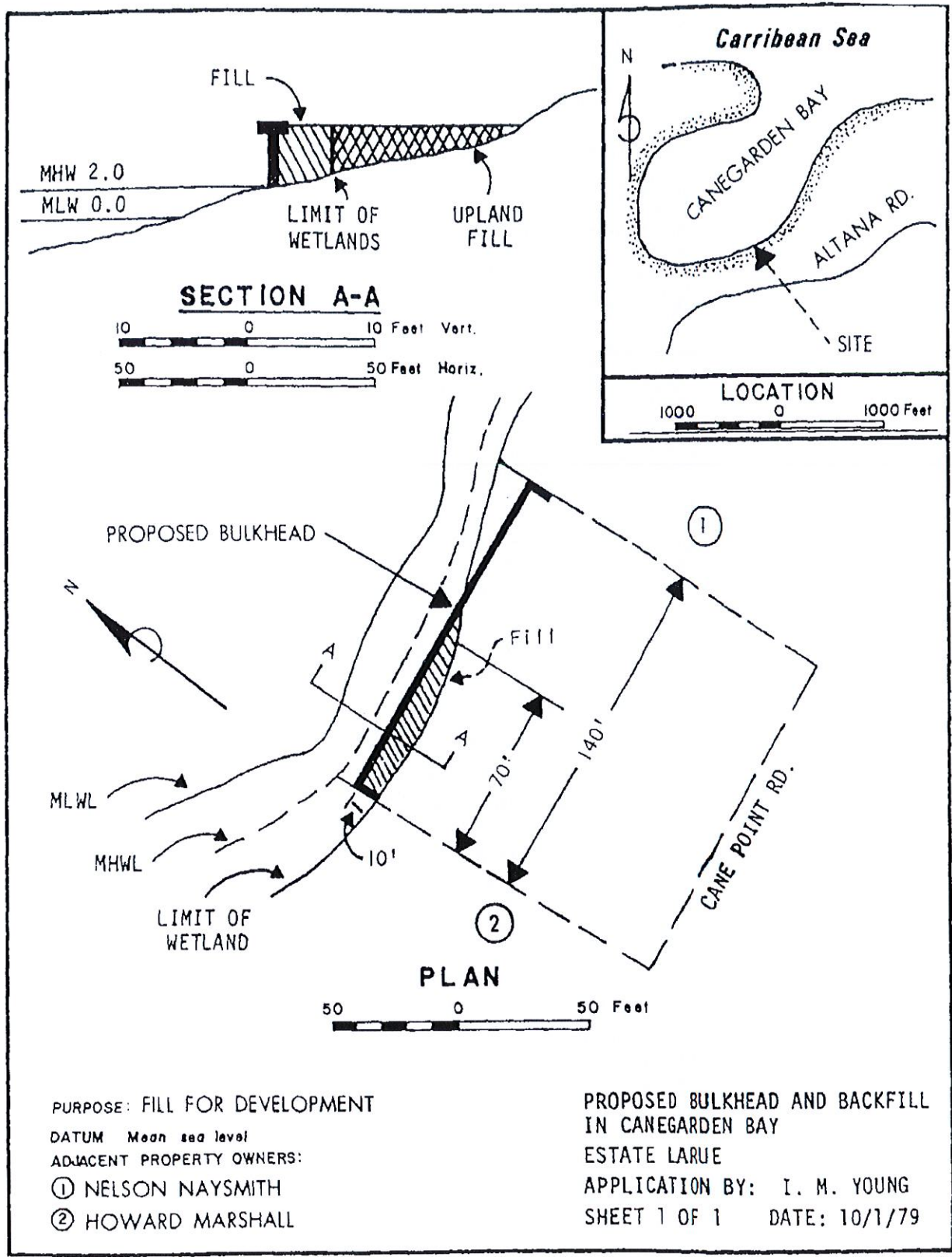
\_\_\_\_\_  
SIGNATURE OF AGENT

\_\_\_\_\_  
DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

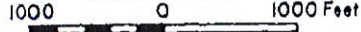




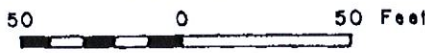
**SECTION A-A**



**LOCATION**

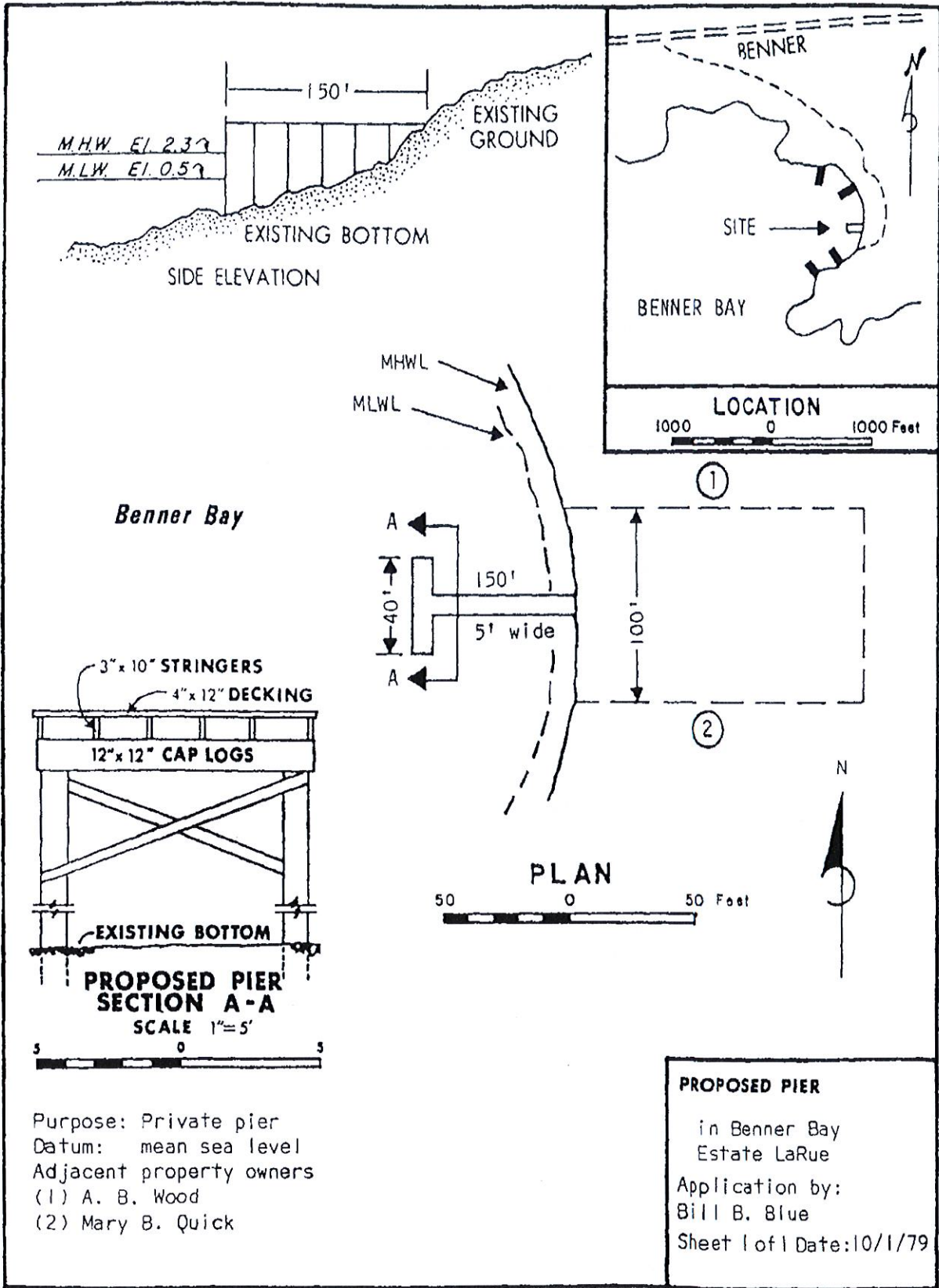


**PLAN**



PURPOSE: FILL FOR DEVELOPMENT  
 DATUM Mean sea level  
 ADJACENT PROPERTY OWNERS:  
 ① NELSON NAYSMITH  
 ② HOWARD MARSHALL

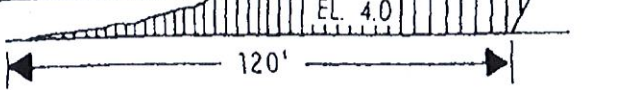
PROPOSED BULKHEAD AND BACKFILL  
 IN CANEGARDEN BAY  
 ESTATE LARUE  
 APPLICATION BY: I. M. YOUNG  
 SHEET 1 OF 1 DATE: 10/1/79



Purpose: Private pier  
Datum: mean sea level  
Adjacent property owners  
(1) A. B. Wood  
(2) Mary B. Quick

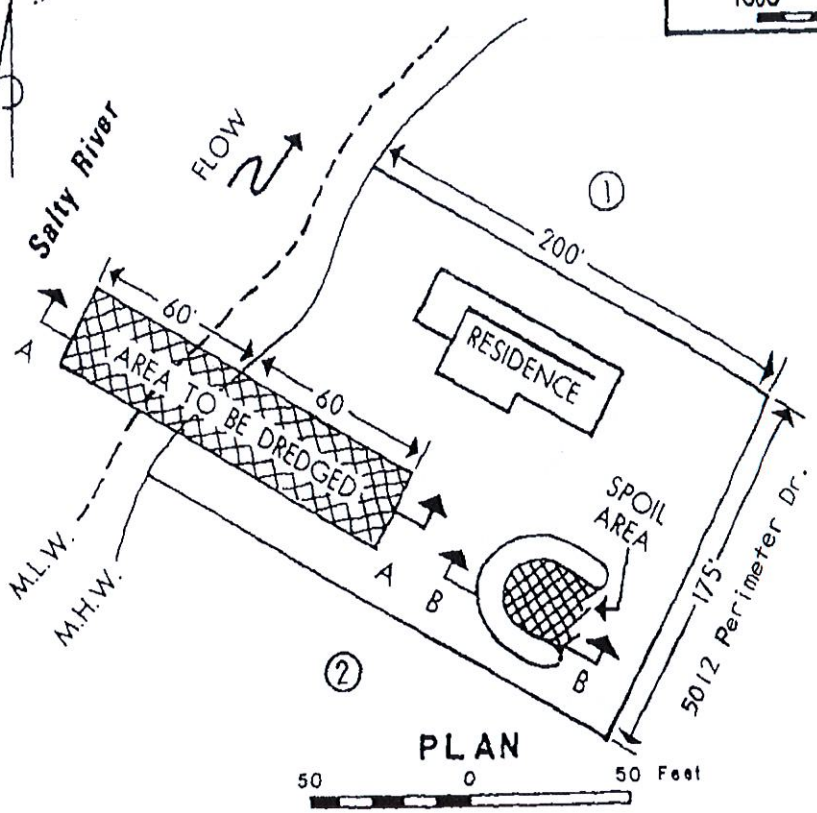
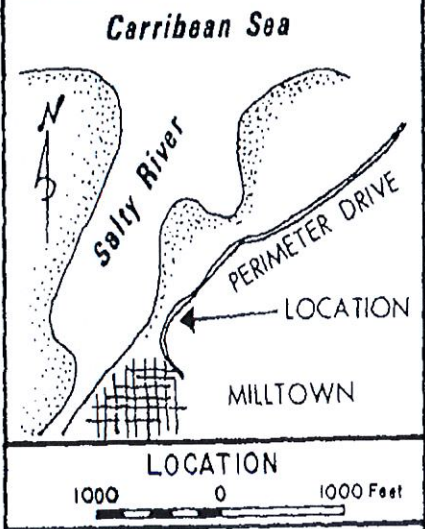
M.H.W. EL. 2.4

M.L.W. EL. 0.5



SECTION A-A

DIKE



PLAN

PURPOSE: DREDGE BOAT BASIN  
AND APPROACH CHANNEL

DATUM Mean sea level  
ADJACENT PROPERTY OWNERS:

- ① GUSTAV BERNHARDT
- ② SANDRA PAYNE

PROPOSED DREDGING  
IN Salty River  
Milltown, St. Croix  
Application by:  
James R. Williams  
Sheet 1 of 1 Date: 10/1/79