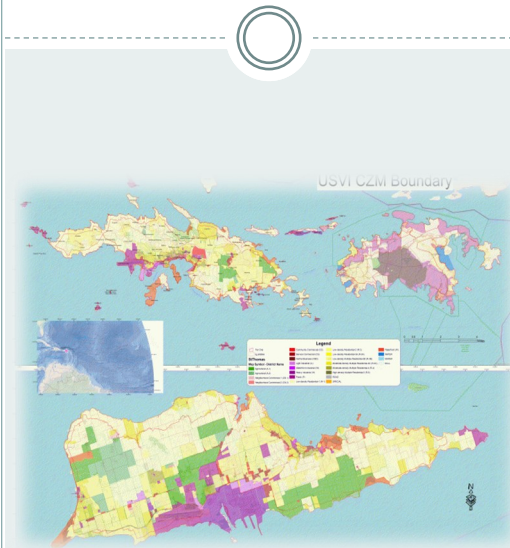


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# Coastal Zone Management Permit Process



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Rev. 05/22

This brochure has been funded in part by the National Oceanic and Atmospheric Administration (NOA) Office of Ocean and Coastal Resources Management (OCRM) and the Virgin Islands Department of Planning and Natural Resources, Coastal Zone Management Program



## WHAT IS THE COASTAL ZONE MANAGEMENT PROGRAM?

The Virgin Islands Coastal Zone Management Program is a program set up to manage, enhance and protect our coastal areas, while reducing conflict between competing land and water uses. It represents a comprehensive approach to minimizing the impacts of an activity on coastal resources.

## CZM PERMITS

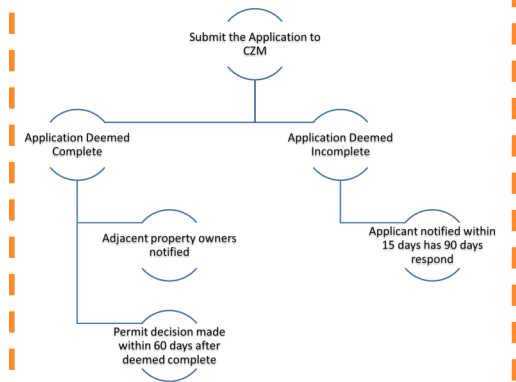
The CZM Act mandates that all applications for development projects within the coastal zone apply for a coastal zone land and/or water permit. CZM Permits are either minor or major. Major Permits require public hearings, Environmental Assessment Reports (EARs) and input from the public agencies. While, Minor Water Permits may require EARs; Minor Land Permits are exempt from those additional requirements. In addition to the CZM permit, other territorial and federal permits are also required. If work does not commence within 12 months of permit execution an extension request must be filed. Should permit holders violate the conditions of the permits, they will be faced with fines, having to remove the unpermitted structure (s) or be confronted by enforcement procedures.

## CZM PERMIT APPLICATIONS

- Major Land Permit Application
- Major L & W Application
- Federal Consistency Determination
- Minor Land Permit Application
- Minor Water Permit Application
- Major Water Application
- Repair & Maintenance Fillable
- Request for Modification fillable
- Coral Mitigation Worksheet
- Coral Mitigation Relocation Recommendations USVI
- Request for Amendment
- Occupancy Request
- Assignment or Transfer
- Certificate of Completion

## MINOR VS MAJOR PERMITS

### Minor Permit Process



### Major Permit Process

⇒ Applicants may request Pre-Application Meetings to meet with DPNR's Review Team to receive recommendations and advice on secondary & operational permits that will be required for the proposed project/development.

## Submit the Application to CZM

- Application Deemed **Complete**
  - Adjacent property owners notified
  - Permit decision made within 60 days after deemed complete
  - Public Hearing
  - Decision Meeting



- CZM Commission Approves Permit
  - Permit drafted
    - Land Permit: Sent to applicant for review and signature, then CZM Committee
    - Water Permit: Governor approval and Legislature for ratification
  - Project commences:
    - Permit notifies CZM staff
    - CZM staff monitor through completion
    - Certificate of Occupancy

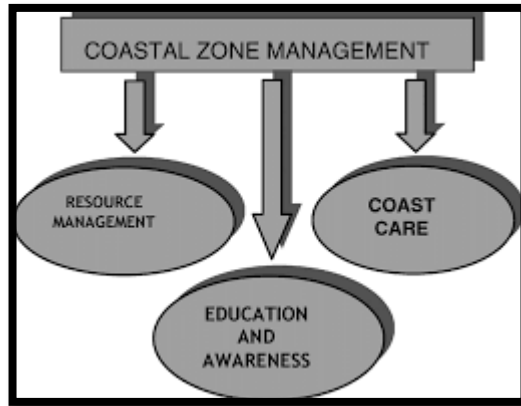
- CZM Commission Denies Permit
  - Applicant may re-submit after 120 days or appeal to BLUA within 45 days
- Application Deemed **INCOMPLETE**
  - Applicant notified within 15 days has 90 days respond

## CZM PERMIT FEES

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.



## FUN FACTS ABOUT CZM

- The coastal program was developed to manage all development activities that have a direct and significant impact on coastal waters in the Virgin Islands.
- The comprehensive coastal zone permit system is focused only on proposals in Tier 1.
- There are 25 policies in Section 906 of the VICZMA that provide the basis for decision making in Tier 1.
- There are 11 policies in Section 903(b) of the VICZMA that pertain to both Tier 1 and 2. Earth Change permits in Tier 2 issued by the Division of Building Permits must be consistent with the coastal program.



<b>Minor Permits Submittal Requirements</b>	<b>Form L&amp;WD-2 Permit Application</b>
	<b>Form L&amp;WD-3 Zoning Requirements</b>
	<b>Form L&amp;WD-5 Proof of Legal Interest</b>
	<b>Form L&amp;WD-6 (Income Tax Clearance Letter) - Bureau of Internal Revenue</b>
	<b>Form L&amp;WD-7 (If Applicant is a Corporation, Association or Developer)</b> Corporations and Associations: Certificate of Good Standing or equivalent, organizational documents & Amendments (Articles, Bylaws, Operating Agreement, Declarations)
	<b>Form L&amp;WD-8 NFIP Flood Zone Designation</b>
	<b>Deed/Purchase Agreement (All owners MUST SIGN each form)</b>
	<b>Property Tax Clearance Letter - Lt. Governor's Office</b>
	<b>Certified List of Adjacent Property Owners - Lt. Governor's Office</b>
	<b>Certified Plot Plan &amp; Earth Change Package (Maps) - Lt. Governor's Office</b>
	<b>Project Drawings - 3 Copies - Signed &amp; Certified</b>
<b>WATER PROJECTS ONLY - Environmental Assessment Report (3 Hard Copies &amp; 1 E-Version)</b>	
<b>Application Fee</b>	

<b>Major Permits Submittal Requirements</b>	<b>Form L&amp;WD-2 Permit Application</b>
	<b>Form L&amp;WD-3 Zoning Requirements</b>
	<b>Form L&amp;WD-4 Major Project Summary Data</b>
	<b>Form L&amp;WD-5 Proof of Legal Interest</b>
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