

# 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

# Activity Areas Cont.

- ▶ 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)

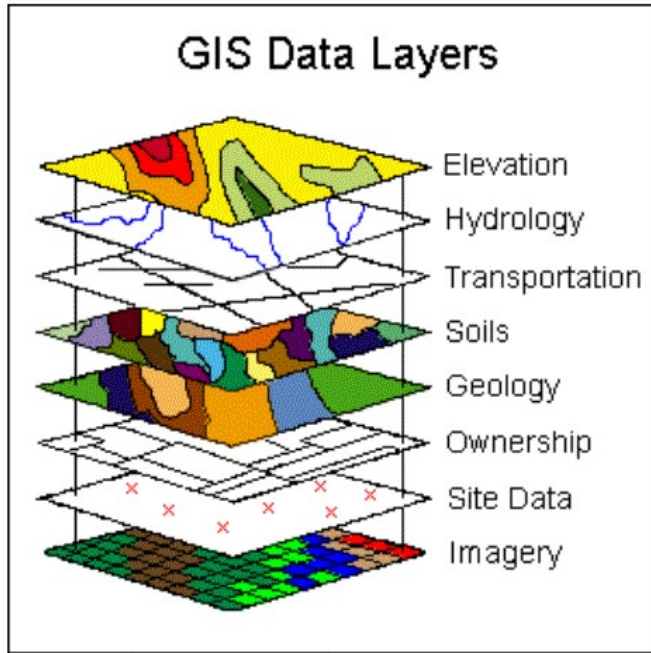
# What is zoning?

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

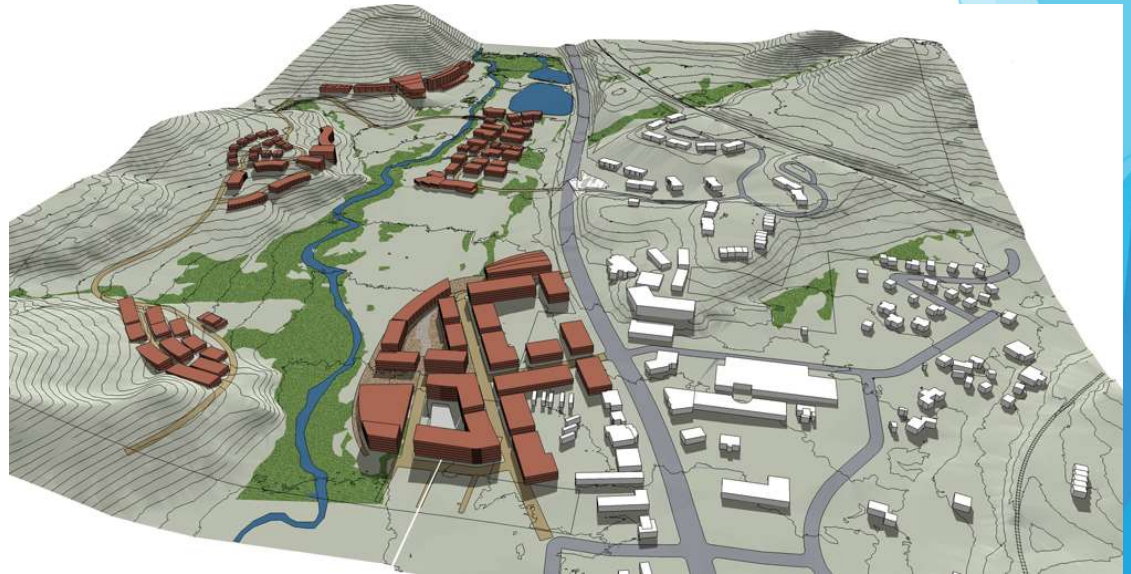
# What is Planning?

- ▶ 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
  - ▶ Geographic Information Systems (GIS) is a common planning tool that links data and electronic mapping. Other tools may include scenario building visualization tools, electronic polling systems, financial analysis spreadsheets, and demographic databases.

# Planning Tools



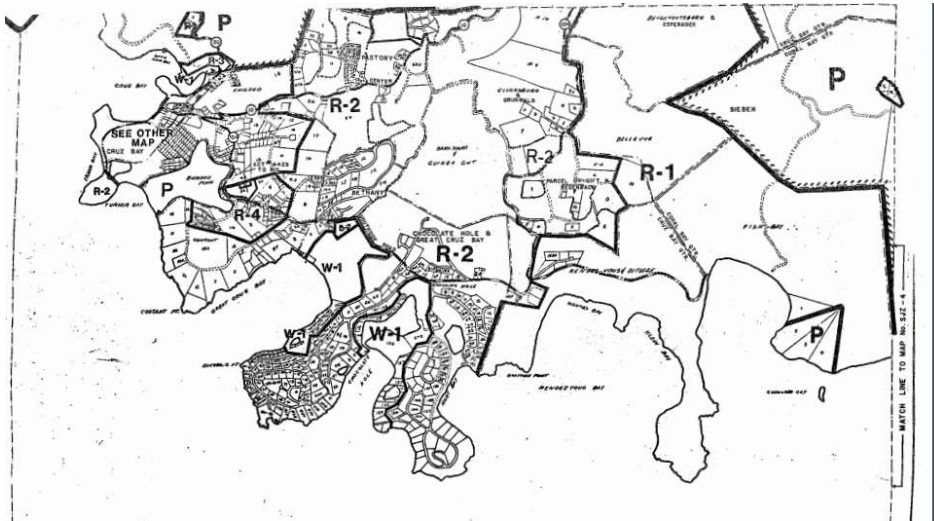
## Modeling terrain using SketchUP



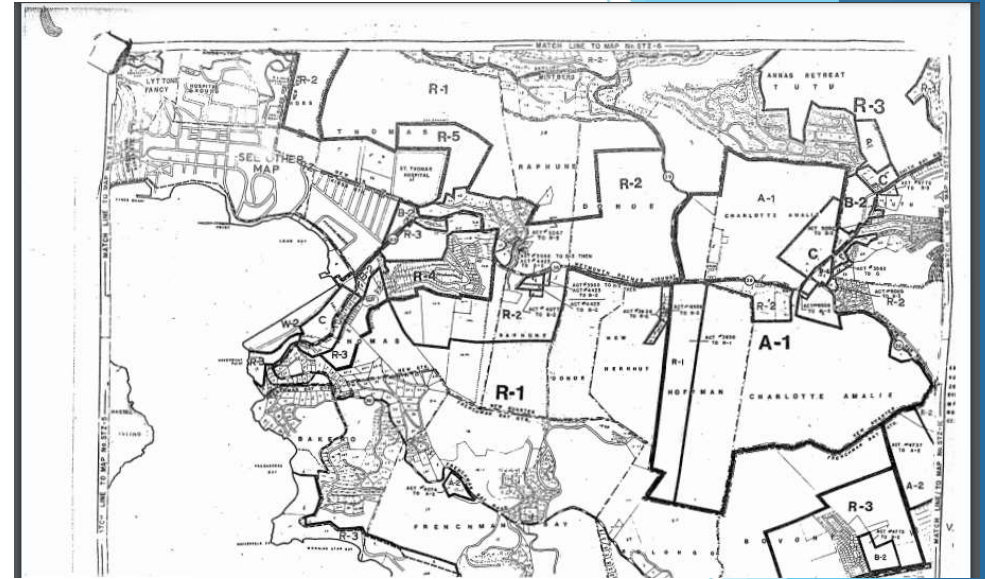
# There are 18 Zoning Districts

- ▶ 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)

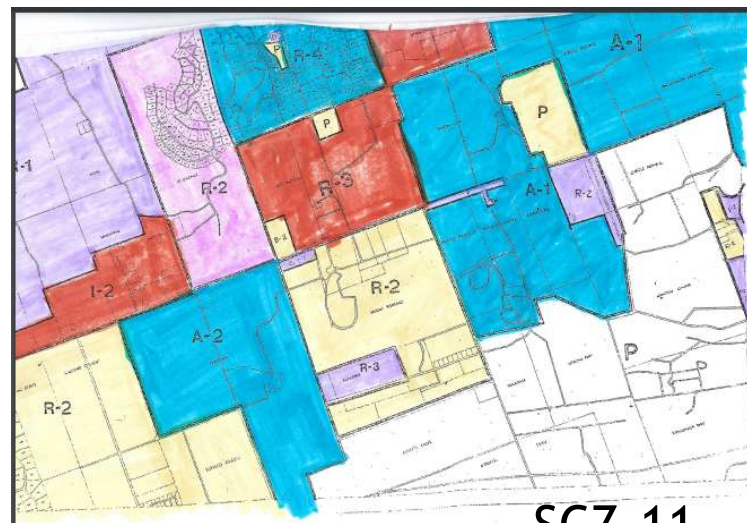
# Examples of USVI Zoning Maps



SJZ-2



STZ-7



SCZ-11



# Technical Assistance to Public

## ► Zoning Certification Form



Office Use Only
Date Application Received: _____
Reviewed by: _____
Date Application Deemed Complete: _____

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: \_\_\_\_\_

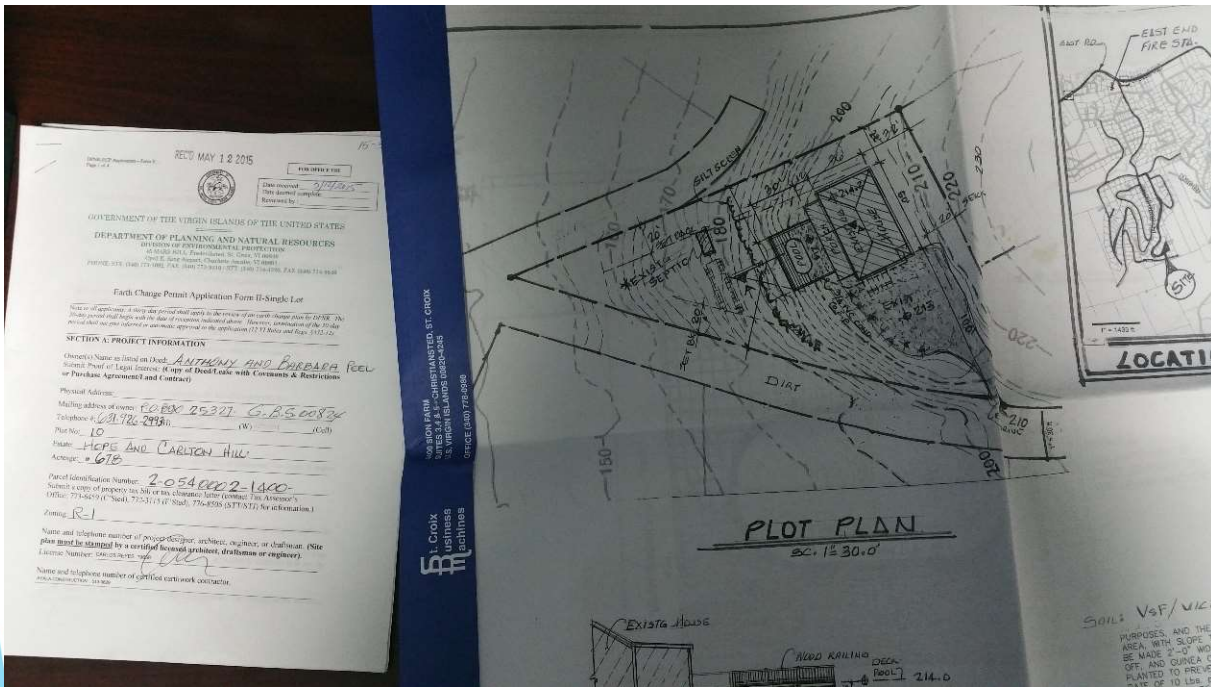
\_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** A survey or other documentation may be requested to complete the zoning certification. Documents needed to prove non-conformity (grandfather status) and cannot be older than three years (Section 234 of the Zoning Code):  
Business licenses, Building permits, Zoning permits, Utility billing records, and/or Tax assessment record

# Review of Earth Change Applications



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 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 guidance.

Applicant's Name: \_\_\_\_\_

Location of Activity (Plot/Parcel No., Estate, Quarter, and Island): \_\_\_\_\_

Parcel ID No. \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Use (residential, etc.): \_\_\_\_\_

Accessory Use (if any): \_\_\_\_\_

Number of onsite parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Lot area: Sq. ft. \_\_\_\_\_ Acres \_\_\_\_\_ Zone Requirement: \_\_\_\_\_

Lot occupancy: No. dwelling units \_\_\_\_\_ Bedroom & Bathroom/unit \_\_\_\_\_

\_\_\_\_\_ Total No. of Kitchens: \_\_\_\_\_

Area covered by existing buildings: Sq. ft. \_\_\_\_\_ Proposed buildings: Sq. ft. \_\_\_\_\_

Total area of disturbance (incl. footprint of all buildings, structures, & parking): Sq. ft. \_\_\_\_\_ %

Zoning Max. permitted lot occupancy: \_\_\_\_\_ % Sq. ft. \_\_\_\_\_

Setbacks: Front yard (from street property line): Required \_\_\_\_\_ ft. Proposed \_\_\_\_\_ ft. Side yard(1): Required \_\_\_\_\_ ft. Proposed \_\_\_\_\_ ft. Side yard(2): Required \_\_\_\_\_ ft. Proposed \_\_\_\_\_ ft.

Rear yard: Required \_\_\_\_\_ ft. Proposed \_\_\_\_\_ ft.

For wind turbines, total height: \_\_\_\_\_ ft. Setbacks for wind turbines (1x total height of wind turbine): Front yard: \_\_\_\_\_ ft. Side yard(1) \_\_\_\_\_ ft. Side yard(2) \_\_\_\_\_ ft. Rear yard: \_\_\_\_\_ ft.

Height of building(s): \_\_\_\_\_ ft. \_\_\_\_\_ Stories

Lot width at street line: \_\_\_\_\_ ft. Zone Requirement \_\_\_\_\_ ft.

Persons per acre ratio: \_\_\_\_\_ Zone Requirement \_\_\_\_\_ persons per acre

Usable Open Space: Sq. ft. \_\_\_\_\_ Zone Requirement: Sq. ft. \_\_\_\_\_ %

Floor area ratio: \_\_\_\_\_ No. of loading spaces \_\_\_\_\_

FOR DEPARTMENT USE ONLY

RECEIVE DATE: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_

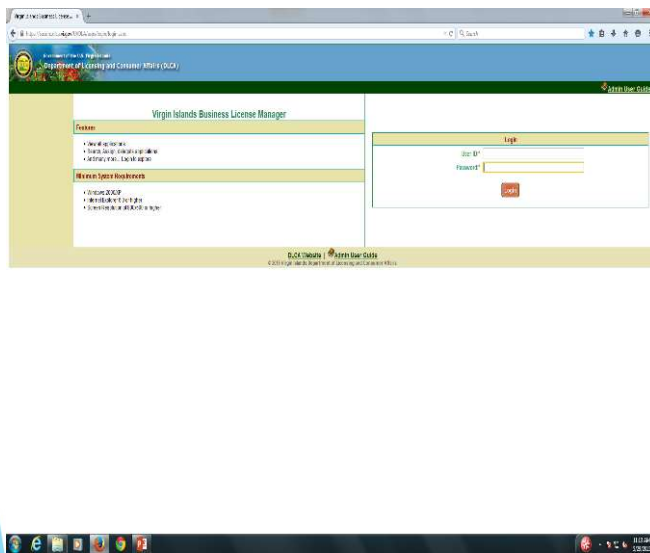
TRACKING/APPLICATION NO. \_\_\_\_\_ OFFICIAL ZONING MAP/ACT NO. \_\_\_\_\_

SUBSTANDARD LOT: YES NO IF YES, MINIMUM SETBACK OF 75%: FRONT \_\_\_\_\_ FT. SIDE(1) \_\_\_\_\_ FT. SIDE(2) \_\_\_\_\_ FT. REAR \_\_\_\_\_ FT.

228 USE CATEGORY: \_\_\_\_\_

# Review of Business License Applications

- ▶ Step 1: Individual applies online through DLCA's website.
- ▶ Step 2: CCZP Reviews Online Dashboard and submits recommendation

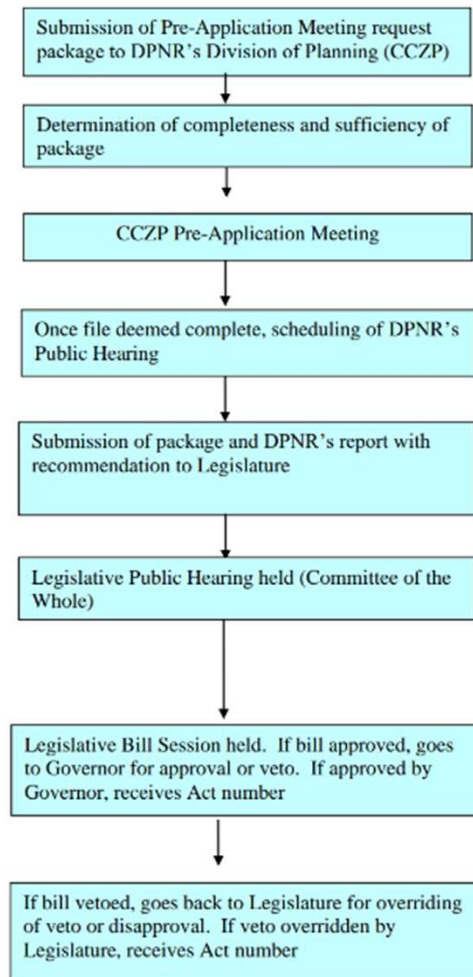


The screenshot shows the 'Virgin Islands Business License Manager' dashboard. It displays a table of license applications with the following columns: Select, Assigned To, Control No., Business Name, Licenses Requested, Island, Date Received, DLG, DFC, Business Name, Trade Name, License Requested, Date Received, Assigned Officer, and a grid of status indicators (P, A, N, M, B, C, LIC, View). The table lists various applications, such as those for Elose Richards (General Construction Co.), Karen Stapleton (Jesse Richards Transient Disco Service), and Patricia Greenidge (Victor Edney II Transient Disco Service).

Select	Assigned To	Control No.	Business Name	Licenses Requested	Island	Date Received	DLG	DFC	Business Name	Trade Name	License Requested	Date Received	Assigned Officer	View
<input type="checkbox"/>		58692	Elose Richards	General Construction Co.	St. Croix	05/29/2015	P							View
<input type="checkbox"/>	Karen Stapleton	58677	Jesse Richards	Transient Disco Service	St. John	05/28/2015	P							View
<input type="checkbox"/>	Patricia Greenidge	58672	Victor Edney II	Transient Disco Service	St. Croix	05/28/2015	P	A						View
<input type="checkbox"/>	Karen Stapleton	58666	Adam Eichenauser	Fitness Instructor	St. John	05/28/2015	P	P						View
<input type="checkbox"/>	Patricia Greenidge	58664	Stanford Maccow	Landscaping, Garden, Maint. Service	St. Croix	05/28/2015	P	P						View
<input type="checkbox"/>	Stephanie Ross	58662	Mark Kragel	Administrative Law Judge/Hearing Officer	St. Thomas	05/28/2015	P	P						View
<input type="checkbox"/>	Sharon Alexander	58656	Progressive Financial Services, Inc.	Collection Agency	St. Thomas	05/28/2015	P	P						View
<input type="checkbox"/>	Karen Stapleton	58654	Diamond Double G Enterprises, Llc	Boat Charter Service (Per Boat)	St. John	05/28/2015	P	P						View
<input type="checkbox"/>	Patricia Greenidge	58640	Kimerlee J Richardson	Restaurant B (Less Than 25)	St. Croix	05/28/2015	P	P						View
<input type="checkbox"/>	Sandra Tyson	58639	Doreen J. Rodgers, James I. Rodgers	Laundromat   Retail Shop & Store-No Liquor/Beer	St. Croix	05/28/2015	P	P						View
<input type="checkbox"/>	Stephanie Ross	58624	Petite Pump Room, Llc	Restaurant A (Seating Capacity 25 Or More)   Tavernkeeper A (Distilled & Fermented)   Tavern	St. Thomas	05/28/2015	P	P						View
<input type="checkbox"/>	licensingstb1@Dica.Gov.VI	58621	Burdock Usa Llc	Project Coordinator/Consultant	St. Croix	05/28/2015	P	P						View
<input type="checkbox"/>	Cherokee Thomas	58611	Robert Calderon	Sports & Watch Repair Shop	St. Thomas	05/27/2015	P	P						View
<input type="checkbox"/>	Cherokee Thomas	58606	Kennard Callendar	Sports Instructor	St. Thomas	05/27/2015	P	P						View
<input type="checkbox"/>	Karen Stapleton	58603	Sherwood Consulting Group	Cabaret   General Manufacturing - 20000 (Food And Kindred Products)   Restaurant A (Seating Capacity 25 Or More)   Retail Shop & Store-No Liquor/Beer   Tavern	St. John	05/27/2015	P	P						View
<input type="checkbox"/>	Sandra Tyson	58589	Davina Martinez	Free Lance Video Photographer   Theatrical Promoter & Booking Agt.   Advertising/Marketing Internet	St. Croix	05/27/2015								View
<input type="checkbox"/>	Karen Stapleton	58560	Anthony Mathurin	Restaurant B (Less Than 25)   Tavernkeeper A (Distilled & Fermented)   Tobacco Retailer   Tavern	St. John	05/27/2015	P	P						View
<input type="checkbox"/>	Cherokee Thomas	58553	Stoneworks Granite & Marble Del Caribe, Inc	Importer Of Goods   Installation Of Equipment	St. Thomas	05/27/2015	P	P						View
<input type="checkbox"/>	Sharon Alexander	58551	Mwv Hospitality, Inc.	Importer Of Goods   Restaurant A (Seating Capacity 25 Or More)   Retail Shop & Store-No Liquor/Beer   Tavernkeeper A (Distilled & Fermented)   Tavern	St. Thomas	05/27/2015	P	P						View

# Zoning Map Amendments (Rezoning/Use Variances)

## Procedure for all Zoning Map Amendment and Planned Area Development Proposals (Process takes 3+ months)



Please note Planned Area Development approvals are only valid for two years from date of approval by the Legislature. If construction does not proceed, approval shall be void and entire matter resubmitted for reconsideration unless revised plan/schedule submitted to Planning Office. VIC, T. 29, Ch. 3, Section 232 (b).

# Conduct of Wireless Facility Public Hearings

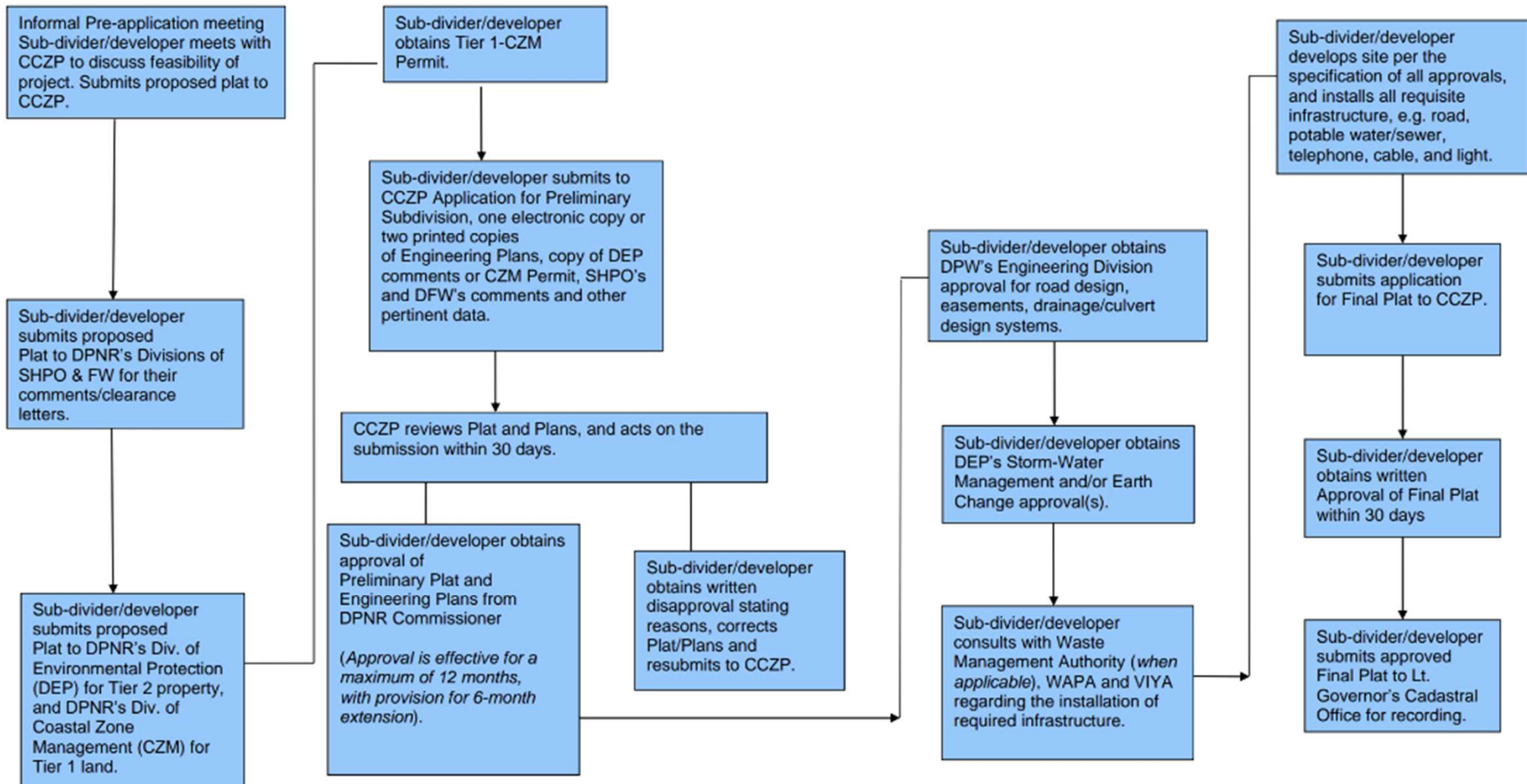
- ▶ CCZP receives completed application from the Division of Building Permits
- ▶ Prepares public hearing documents: letters to applicant, neighbors (within 500' radius), newspaper ad template, and sign template
- ▶ Conducts public hearing
- ▶ Prepares recommendation memo for Division of Building Permits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

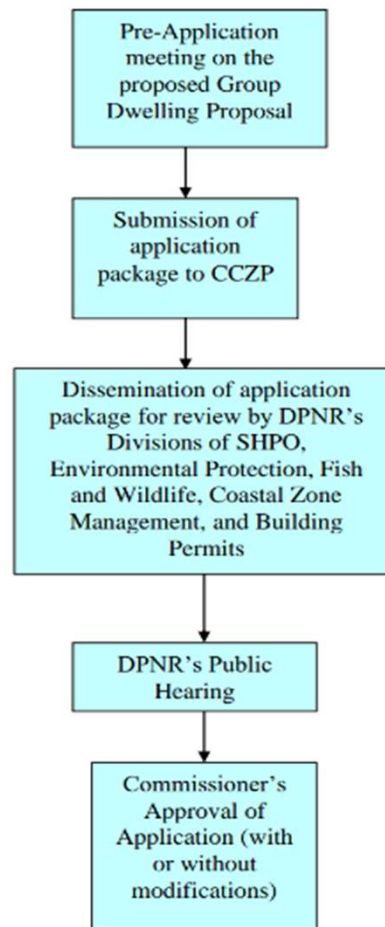
# Review of Subdivision Applications

## PROCEDURE FOR ALL SUBDIVISION DEVELOPMENT PROPOSALS



# Group Dwelling Permits

**Procedure for all Petitions for Group Dwelling Permits**  
**(Process takes 3+ months)**





# 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

- ▶ COMPREHENSIVE LAND AND WATER USE PLAN
  - ▶ PLEASE VISIT <https://www.planusvi.com/>  
FOR WHERE WE ARE IN THIS PLANNING PROCESS!!!

# 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)