

Electronically submit your application into DPNR's e-permitting portal

1. Go to citysquared.com.
2. Select US Virgin Islands for "Municipality."
3. Click on DPNR- permit applications.
4. Select Division of Comprehensive and Coastal Zone Planning then permit types.
5. Select appropriate permit type:
 - a. Group Dwelling
 - b. Subdivision-Final
 - c. Subdivision-Preliminary
 - d. Zoning Certification
 - e. Zoning Map Amendment/Planned Area Development
6. Register/log into your portal to upload the completed application and accompanying documents.
7. Any questions or to review an end user's training video, please contact CCZP staff.

DPNR's Division of Comprehensive and Coastal Zone Planning

2024 Public Hearing Schedule

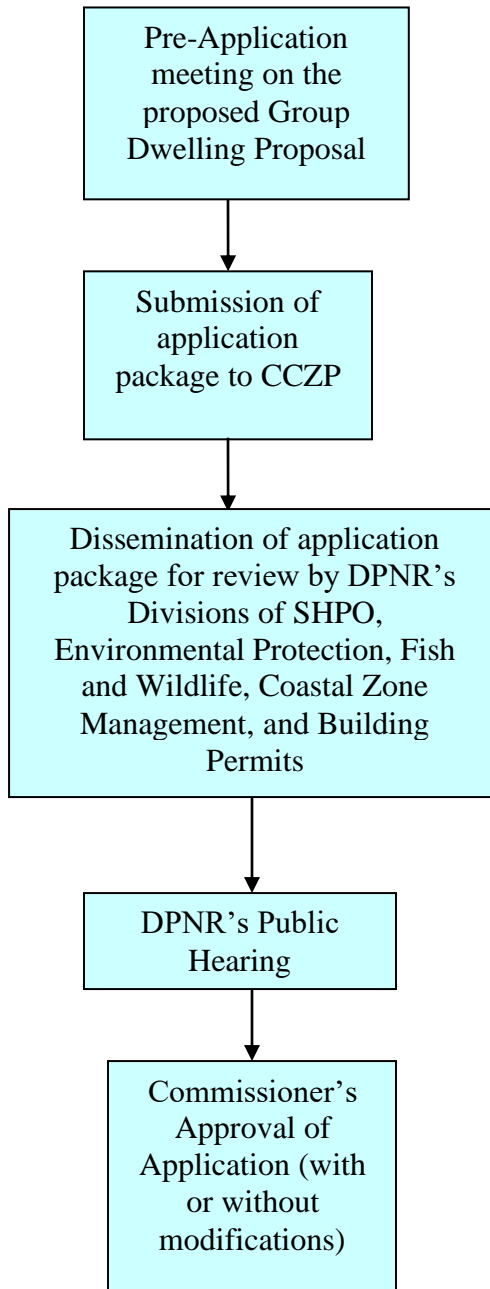
Deadline for Submission of Complete Application (first Friday of each month)	Public Hearing Date (week of _)***
12/1/2023	1/15/2024
1/5/2024	2/19/2024
2/2/2024	3/18/2024
3/1/2024	4/15/2024
4/5/2024	5/20/2024
5/3/2024	6/17/2024
6/7/2024	7/22/2024
7/5/2024	8/19/2024
8/2/2024	9/16/2024
9/6/2024	10/21/2024
10/4/2024	11/18/2024
11/1/2024	12/16/2023
12/6/2024	1/20/2025

EACH PUBLIC HEARING IS LIMITED TO A MAXIMUM OF 4 APPLICATIONS. AFTER THE MAXIMUM HAS BEEN REACHED, ADDITIONAL APPLICATIONS WILL BE PLACED ON THE NEXT AVAILABLE DATE.

Note: The dates are subject to change

Updated as of 12/1/2023

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



GROUP DWELLING PERMIT FEES

Application Fee: \$250

In addition to the above:

1 acre but less than 5 acres.....	\$5.00 per acre
5 acres but less than 10 acres.....	\$10.00 per acre
10 acres but less than 20 acres.....	\$15.00 per acre
20 acres or more	\$20.00 per acre

ADDITIONAL FEES PAID BY APPLICANT

Certified Mail- postage and mailing of letters prepared by DPNR to adjacent property owners notifying them of scheduled public hearing.

For purposes of compliance with Title 29, Section 239 (a) (2), a list of complete names, mailing addresses and plot numbers of all adjacent property owners extending a minimum radius of one hundred and fifty (150) feet from the boundary line of the subject property shall be obtained from the Office of the Lieutenant Governor, Cadastral Division, St. Croix 773-6449; St. Thomas 774-9906. **List shall be no older than a year from date of submission.**

Newspaper Ads- the cost of the advertisement of the agenda for the public hearing shall be divide amongst all applicants involved in the hearing.

For purposes of compliance with Title 29, Chapter 3, Section 239 (1), a notice of the public hearing for the group dwelling permit shall be published in a newspaper of substantial circulation (Avis on St. Croix, Daily News on St. Thomas and St. John) at least twice, at intervals of not less than two (2) days before such hearing. The form of the notice to be published may be obtained from CCZP.

Transcript- the cost of the transcript of the testimony recorded at the public hearing shall be divided amongst all applicants involved in the hearing.

In accordance with Title 29, Chapter 3, Section 239 (a) (3), a notice shall be posted on the site of the proposed development for a period of fifteen (15) days prior to the public hearing on the group dwelling permit. Said notice will be posted in a conspicuous location on the site in clear view of passersby of the property. The form for this purpose may be obtained from CCZP.



OFFICE USE ONLY	
Date Application Received:	_____
Reviewed by:	_____
Date Application Deemed Complete:	_____
Date of Pre-Application Meeting:	_____
Date Application Fee Paid:	_____
Tracking No.:	_____

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

Division of Comprehensive & Coastal Zone Planning

St. Croix

340-773-1082

St. Thomas/St. John

340-774-3320

Group Dwelling Permit Application

AUTHORITY

A group dwelling permit is issued by the Commissioner of the Department of Planning and Natural Resources (“DPNR”) and is administered and monitored by DPNR’s Division of Comprehensive and Coastal Zone Planning (“CCZP”) pursuant to Virgin Islands Code, Title 29, Chapter 3:

- Section 228. Table of Permitted Uses. R-2 (Residential-Low Density-One and Two Family). Uses permitted subject to the conditions set forth in Sections 231 and 232 of this subchapter: 7. Dwellings- Attached, Group, Semidetached;
- Section 231. Uses permitted subject to conditions (a) 12. Dwellings- Attached, semidetached and group;
- Section 232. Planned area development;
- Section 235. Administration and enforcement. (a) and (c);
- Section 237. The Virgin Islands Planning Office. Specific powers of the Virgin Islands Planning Office to review applications (b) and General rules of procedure of the Planning Office (d); and
- Section 239. Public hearings

which permits group dwellings in the R-1 and R-2 zoned districts subject to conditions, the group dwelling permit application and process, and the conduct of public hearings on petitions for group dwelling permits.

1. Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Note: Official correspondence will be mailed to the address above

2. Contact Person/Representative _____

Telephone _____ E-mail _____

3. Property Address _____

4. Tax Assessor's Parcel I.D. Number _____

5. Current Zone _____

6. Site Acreage _____

7. Property Owner(s) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

8. Detailed Description of what currently exists on the property. _____

9. Detailed Description of Proposal: _____

10. Is the property served by municipal sewer lines? **Yes** **No**

If **NO**, please explain plan for sewage disposal. _____

11. Is the property served by municipal water lines? **Yes** **No**

If **NO**, please explain plans for water supply. _____

12. Are there any flood ways on the site? **Yes** **No**

13. Are there any cultural/historical resources on the site? **Yes** **No**

Has a cultural/historical resources survey been done? **Yes** **No**

Provide a copy of the cultural/historical resources survey and State Historic preservation Offices Survey Review clearance Letter. **Included** **Not included**

Describe how the cultural/historical resource(s) will be incorporated into the development proposal. _____

14. Does the property have any recorded covenants and restrictions?

Yes **No**

If **YES**, provide a copy of the restrictions in the application package.

Do they preclude undertaking the uses that are proposed? **Yes** **No**

Required Submittals with this application

One electronic OR printed copy of this application along with every item in the checklist below.

Printed documents shall be submitted on letter-sized paper (8.5" x 11"). One copy of the Official Recorded and Numbered PWD/OLG Map shall be submitted on letter-sized paper. Maps, Surveys, Plans, and Renderings shall be submitted in a format no larger than 24" x 36".

- Official Recorded and Numbered PWD/OLG Map** (*Obtained from and certified no more than a year from date of submission by the Office of the Lieutenant Governor, Cadastral Division, St. Croix 773-6449; St. Thomas 774-9906*)
- Adjacent Property Owners Certification**- List of complete names, mailing addresses and plot numbers of all adjacent property owners extending a minimum radius of one hundred and fifty (150) feet from the boundary line of the subject property. **List shall be no older than a year from date of submission.** (*Obtained from the Office of the Lieutenant Governor, Cadastral Division*).
- Recorded Deed** (*Include copy of covenants and restrictions referenced in deed; obtained from the Office of the Lieutenant Governor, Recorder of Deeds, St. Croix 773-6449; St. Thomas 774-9906*)
- Real Property Tax Clearance Letter** (*Obtained from the Office of the Lieutenant Governor, Division of Real Property Tax, Office of the Tax Collector, St. Croix 773-6449; St. Thomas/ St. John 774-2991*) **USE ATTACHED TAX CLEARANCE CERTIFICATE REQUEST FORM**

- **Contract of Sale and/or Lease Agreement** (*if applicable*)

- **Power of Attorney** (*Notarized Power of Attorney required if applicant/representative is not the property owner(s) of record, if property is owned by more than one person, and/or if property owner is a corporation.*)

- **Articles of Incorporation** (*required if the property is owned by a corporation and/or a corporation is the applicant/representative*)

- **Photographs** (*Depicting intervals along the perimeter of the property, its existing on-site conditions, and surrounding neighborhood to the North, South, East, and West*)

- **Detailed site plan:** 1" = 20'0 min. This should include immediately adjacent properties.
 - Floor plans of all structures/facilities. Scale 1/8" = 1'0".

 - Elevation of all building (existing and proposed) structures.

 - Site profiles, at least two.

 - Detailed landscaping plans (see requirements for landscaping plans at Department of Planning and Natural Resources, Division of Fish and Wildlife).

 - All typical site construction details to include retaining walls, catch basins, roads, etc.

 - Road and driveway profiles; road grades not to exceed 15% gradient.

 - Detailed Drainage, Sediment, and Erosion Control Plan(s).

 - Existing topography and site survey map identifying all significant natural features.

 - Complete site analysis showing natural features to include type of trees and their caliper and which will remain.

- A location map showing which island the development is on as well as where on the island the construction will occur.

- Proposed timing of development.

STANDARDS AND REQUIREMENTS FOR GROUP DWELLING APPLICATIONS

1. Site Planning Criteria:

- A. Maintain and/or maximize retention of the property's overall natural character.
- B. Protect and enhance sensitive natural, cultural, historical, and archaeological areas.
- C. Minimize site disturbance to the maximum extent possible (reduce cuts and fills).
- D. Maintain or enhance the surrounding residential character where applicable.

2. Structures should be in character with existing surrounding neighborhoods:

- A. Maximum height for structures shall not exceed two stories.
- B. Maximum lengths and widths of all structures.
- C. Spacing (setback) between residential structures may vary, depending on the overall design concept and the effect of the spacing on the character of the development.
- D. Minimum side, front, and rear yards as specified by the respective zoning district provisions shall apply.
- E. Where foundations, walls, footings, columns, retaining walls, cisterns, basements, storage utilities, or cellar walls and/or any other vertical building component part(s) are exposed above finished grade, all such areas should be reduced to the maximum extent feasible, where this height shall not exceed five (5) feet.
- F. Where designs include space(s) for mezzanines and lofts the provisions of Title 29, Section 225 (B) (92), shall govern, **except where such spaces and/or roof heights will adversely impact upon the character of the existing neighborhood and its surroundings.**

3. Single Lot - Zoning Lot:

The Group Dwelling Permit Provision of the V.I. Zoning Law allows a development project to be constructed on a single tract of land under single ownership. For purpose of the Group Dwelling Permit review; a single owner of two or more parcels of adjoining properties technically satisfies this requirement for filing a Group Dwelling Permit application. As a standard, an owner/developer has the right to declare to the Zoning Administrator his/her desire and intent to develop certain contiguous parcels as a part, or the basis for filing a Group Dwelling application.

Notwithstanding the above, the applicant/developer is required to combine all adjoining parcels into a single legal parcel prior to the issuance of a building permit.

The Group Dwelling Permit allows a developer to construct dwellings on a single parcel in a manner that fosters the retention of open space, preserves and conserves the natural features and vegetative cover of land, and encourages a high quality of lot layout, planning and development design that will stabilize and enhance the character of the district in which the property is located.

4. Density:

Overall residential density for all Group Dwelling applications shall be calculated on the following basis:

- A. R-1 Zoned properties shall allow a maximum of two (2) dwelling units for every one-half (1/2) of an acre, or four (4) dwelling units per acre of property, whichever is greater. However, fractional acreage below the one-half acre minimum does not equate to any fractional density allowance.
- B. R-2 Zoned properties shall allow a maximum of two (2) dwelling units for every ten thousand square feet (10,000 sq. ft.) or eight (8) dwelling units per acre of property, whichever is greater. However, fractional acreage below the ten thousand square feet minimum does not equate to any fractional density allowances.
- C. All underdeveloped portions of properties shall remain in that state unless specific approval is granted for alternate use or intensity of development by the Commissioner of the Department of Planning and Natural Resources.

Site plans should be technically sufficient in its component parts with respect to:

- 1. Roadway, street layout design.
- 2. On-site drainage.
- 3. On-site lighting.
- 4. On-site recreational facilities; e.g. swimming pools, tennis courts, etc.
- 5. On-site utilities; sewage treatment plant.
- 6. Flood plan - hydrology analysis.
- 7. Historic, cultural, and archaeological resources survey.

Please note that the above list of conditions is preliminary, and additional data may be required depending on the specific application and site conditions.

PLEASE NOTE: The department reserves the right to require any other information and/or documentation, which it feels will be necessary for consideration of this application (See Virgin Islands Code, Title 29, Chapter 3, §235 (c) for guidance on other information which may be required).

I/We attest that the information submitted on this form is a true and accurate representation of my/our development plan(s) for the property. **WE UNDERSTAND AN INCOMPLETE APPLICATION PACKAGE IS INVALID AFTER ONE YEAR OF INACTIVITY. If any procedural defect arises because of failure to comply with any of the above requirements, cancellation of the public hearing may be necessary. In such cases, the public hearing will be rescheduled, and the costs associated thereby borne by the applicant(s).**

Print_____

Print_____

Sign_____

Sign_____

Date_____

Date_____



OFFICE OF THE LIEUTENANT GOVERNOR
DIVISION OF REAL PROPERTY TAX
OFFICE OF THE TAX COLLECTOR

5049 Kongens Gade • Charlotte Amalie, Virgin Islands 00802 • 340.774.2991 • Fax 340.779.7825
 1105 King Street • Christiansted, Virgin Islands 00820 • 340.773.6449 • Fax 340.719.2355

TAX CLEARANCE CERTIFICATE REQUEST

12-CHARACTER PARCEL ID#: _____ DATE: _____

PROPERTY ADDRESS DESCRIPTION: _____

REGISTERED IN THE NAME OF: _____

LETTER REQUESTED BY: _____ EMAIL: _____

TELEPHONE NO.: _____ DESIRED OFFICE OF PICKUP: STT _____ STX _____ STJ _____

MAILING ADDRESS: _____ VIA MAIL

Quantity	Description	Unit Price	Total
	Tax Bill Reprint	Free online	https://propertytax.vi.gov/
	Paid Receipt Reprint	Free online	https://propertytax.vi.gov/
	Tax Status Report (3-5 Business Days)	Free online	https://propertytax.vi.gov/
	Tax Clearance Certificate (Same Day or 2 Business Days)	\$25.00	
	Certificate Expedite Fee (2 Business Days)	N/A	

PLEASE DO NOT WRITE BELOW THIS LINE

Total \$ _____

CASHIER NAME: _____ RECEIPT #: _____

PAYMENT STAMP:

RESEARCHED BY: _____ RESEARCH DATE: _____