

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

1. Go to [citysquared.com](http://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.



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