



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF PLANNING AND NATURAL RESOURCES

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FOR IMMEDIATE RELEASE

DPNR AND THE OFFICE OF THE LT. GOVERNOR ANNOUNCE NEW CAD FILE SUBMISSION REQUIREMENT FOR SUBDIVISION APPLICATIONS

Commissioner Jean-Pierre L. Oriol of the Department of Planning and Natural Resources (DPNR), in coordination with the Office of the Lieutenant Governor – GIS Division, announces a new requirement for all subdivision applications submitted by surveyors and members of the public. Beginning immediately, applicants must include a read-only, protected Computer-Aided Design (CAD) file, with the title block scaled down, as part of the subdivision review package.

This measure is part of an ongoing effort to modernize the subdivision review process, improve interagency coordination, and ensure greater accuracy in mapping and street naming records across the territory.

New Submission Requirements

Applicants must now submit:

- A read-only, protected CAD file containing the subdivision layout only. The CAD file must include:
 - Parcel/Plot numbers (e.g. 79-A)
 - Proposed street names
- The file must be secured (protection enabled) and include the required title block.
- The CAD file must accompany the PDF typically submitted for DPNR stamp and signature.
- A CAD-generated PDF showing the signature block and all required security features is also acceptable.-generated PDF showing the signature block and all required security features is also acceptable.

Street Name Compliance Review

Before final approval is issued, DPNR will coordinate with the GIS Division to verify that:

- Proposed street names comply with established naming standards.
- Character lengths must meet formatting requirements compatible with GIS and emergency services systems.

This added step ensures that all approved street names adhere to federal addressing standards and integrate smoothly into the Territory's official GIS datasets.

Benefits of the New Requirement

Submitting a protected CAD file at the application stage will:

- Streamline final approval for the Public Surveyor.
- Ensure seamless GIS Division upload into territorial mapping systems.
- Reduce processing delays caused by formatting inconsistencies.
- Support accurate public records and emergency response infrastructure.

“This change strengthens the integrity of the subdivision review process while ensuring that our GIS and surveying systems remain consistent, accurate, and modernized,” said DPNR officials.

“We appreciate the cooperation of surveyors, developers, and applicants as we continue improving land use and mapping services across the Territory.”

For questions or guidance on the new CAD file requirement, applicants may contact:

Department of Planning and Natural Resources

Division of Comprehensive & Coastal Zone Planning

Phone: 340-773-1082 x2215

Email: leia.laplace@dpnr.vi.gov

Office of the Lieutenant Governor – GIS Division

Phone: 340-774-2991 x4321

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