



# MINOR LAND

United States Virgin Islands  
Department Of Planning And Natural Resources

## Development Permit Application

*The Revised Environmental Protection Handbook may be consulted for Technical Guidance*

**1.00 NAME AND ADDRESS OF APPLICANT**

**2.00 LOCATION OF PROJECT**

- 2.01**  Location and Agency Review Map  
**2.02**  A copy of the Vicinity Map

**3.00 ABSTRACT**

**4.00 STATEMENT OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT**

**5.00 DESCRIPTION OF PROJECT**

**6.00 SUMMARY OF PROPOSED ACTIVITY (To be provided on drawings)**

- a.  Discuss purpose of project
- b.  Discuss the presence and location of any critical area(s) (e.g. historical, environmental or cultural significance/value) and possible trouble spot(s) (e.g. gullies, precipices, very steep hillsides)
- c.  Discuss proposed method of land clearing
- d.  Discuss provisions to preserve topsoil and limit site disturbance
- e.  Discuss erosion and sedimentation control devices to be implemented
- f.  Show schedule for earth changing activities & implementation of erosion/sediment control measures
- g.  Discuss the maintenance of erosion and sediment control measures
- h.  Discuss method of stormwater management
- i.  Discuss maintenance schedule for stormwater facilities
- j.  Discuss method of sewage disposal

**7.00 SITE PLANS (Site plans shall be at a minimum scale of 1" = 20')**

**7.01 Lot Layout**

- a.  Show lot area, dimensions and metes & bounds
- b.  Show setback dimensions (including natural drainages and wetlands)
- c.  Show lot density
- d.  Show lot occupancy
- e.  Show recreational areas for proposed project (including walkways, benches and other landscape features)
- f.  Show north arrow
- g.  Site Topography at 5' intervals (Prepared and stamped by a registered land surveyor) with elevation points at each corner. Show rock outcrop and existing trees having a diameter of 6" or greater by species within area to be disturbed
- h.  Show square footage and percentage lot coverage for all site improvements
- i.  Show square footage and percentage open space for all site improvements
- j.  Show project staging and material storage areas
- k.  Show existing vegetation within area to be disturbed

**7.02 Road Layout**

- a.  Show parking and driveway layouts with dimensions, station points and elevations  
(Permeable materials encouraged where soils are suitable)
- b.  Show calculations for required parking space(s)
- c.  Show cuts & fill and profiles of roads

- 7.03 Position of Structures**
- Identify proposed and existing structures
  - Show building size, dimensions and number of stories
  - Show location and capacity of all storage tanks and cisterns
  - Show location of sewage disposal
  - Show site profile including all floor elevations and existing and finish grade elevations
  - Show underground utilities
- 7.04 Stormwater Drainage**
- Show natural and proposed drainage pattern
  - Show design details, profiles and location of stormwater control devices
  - Provide a hydrology report (Subdivisions only)
- 7.05 Erosion and Sediment Control**
- Show design details, profiles and location of erosion and sediment control devices (such as sediment basins, slope protection measures, retaining walls, siltfences, berms, vegetated swales etc.).
  - Show location of construction entrance and proposed methods to reduce silt travel onto road
  - Provide final grading plan
  - Provide landscaping plan (The Virgin Islands Zoning Code requires that removed trees with diameters between 4 inches and 6 inches must be replaced and removed trees with diameters larger than 6 inches must be replanted)
- 8.00 SEPTIC SYSTEM/WASTEWATER TREATMENT**
- Setback distances from property lines, water supply, waterbodies, and all structures (proposed or existing)
  - Septic capacity requirements
  - Septic details with cross section
  - Disposal site(s) and area of final effluent
- 9.00 OTHER REQUIRED DRAWINGS (1/4" = 1' - 0")**
- Floor Plans
  - Foundations/Footings
  - Total Project Elevation Views (Individual Buildings)
  - Section Views
- 10.00 REQUIRED MAPS (Indicate site on all Maps)**
- Recorded Parcel Map/Registered Survey Map
  - Show all easements on the site and within 50 feet of the property line
  - Official Zoning Map
  - FEMA Flood Insurance Rate Map
  - Water Resources Map - delineate watershed(s)
  - Sediment Reduction Program Map
  - Soil Survey - Soils Map
- 11.00 OTHER REQUIRED SUBMITTALS**
- Permit Application (Form L&WD-2)
  - Zoning Requirements Table (Form L&WD-3)
  - Proof of Legal Interest (Form L&WD -5)
  - Income tax clearance letter (Form L&WD-6) (**Tier 1 and Commerical Tier 2 Only**)
  - Corporate Application Form (If a corporation is the applicant, developer or owner of the project) (Form L&WD-7)
  - Certificate of Corporate Good Standing (For corporate applicants, developers or owners)
  - Application Fee
  - Property tax clearance letter (**Tier 1 and Commerical Tier 2 Only**)
  - Copy of Deed/Lease/Purchase Agreement
  - Certified list of all property owners within a 150' radius of the property boundaries. Include current mailing addresses based on the tax assessor's office records (**Tier 1 Only**)
  - Letter from the State Historic Preservation Officer - SHPO approving the Phase 1 Archaeological Resources Survey for the site (*Subdivisions* only)
  - Approved Road and Driveway permit.
  - Revenue Projection (commercial projects only) - provide the total gross revenue that can be generated from the proposed project
  - NFIP Flood Zone Designation (Form L&WD-8)

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DEVELOPMENT PERMIT APPLICATION**

**FORM L&WD-2  
PERMIT APPLICATION**

Date Received: \_\_\_\_\_

Date Declared Complete: \_\_\_\_\_

Permit No. \_\_\_\_\_

Application is hereby made for a Earth Change/Coastal Zone Permit

1. Name, mailing address and telephone number of applicant.
  
  
  
  
  
  
  
  
  
2. Name, title, mailing address and telephone number of owner of property and of developer.  

<u>Owner</u>	<u>Developer</u>
_____	_____
_____	_____
_____	_____
  
3. Location of activity. Plot No. \_\_\_\_\_  
  
Estate \_\_\_\_\_ Island \_\_\_\_\_
  
4. Zoning District \_\_\_\_\_
  
5. Name, mailing address and telephone number of project designer.  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Name, mailing address and telephone number of principal earthwork contractor.  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Summary of proposed activity. Include all incidental improvements such as utilities, roads, etc. (Use additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7a. State type of Land Uses as specified in the VI Zoning Law, which are applied for e.g., restaurant, hotel, single dwelling, etc.  
\_\_\_\_\_  
\_\_\_\_\_

**FORM L&WD-2/PERMIT APPLICATION  
CONT'D**

8. Date activity is proposed to start \_\_\_\_\_, be completed \_\_\_\_\_

9. Classification of minor or major permit. Check one:

Minor Permit Application

Major Permit Application

State below which criterion applies in making above check.

\_\_\_\_\_

10. Application is hereby made for a permit to authorize the activities described herein. I agree to provide any additional information/data that may be necessary to provide reasonable assurance or evidence to show that the proposed project will comply with the applicable territorial water quality standards or other environmental protection standards both during construction and after the project is completed. I also agree to provide entry to the project site for inspectors from the environmental protection agencies for the purpose of making inspection regarding this application and that to the best of my knowledge and belief, that such information provided herein, is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Signature of Applicant or Agent

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Owner (Where Applicant  
or Agent is not Owner)

\_\_\_\_\_

\_\_\_\_\_

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**FOR DEPARTMENT USE ONLY  
Inspector Record**

Date Inspected: \_\_\_\_\_

Permit Approved

Permit Disapproved

Inspector's Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner, Planning & Natural Resources

\_\_\_\_\_  
Date

**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 table 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 your guidance also consult the Zoning Requirement Matrix attached to the application forms, i.e., for a R-2 zone only items 1 through 11 will apply.

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Activity-Plot No. \_\_\_\_\_ Estate \_\_\_\_\_ Island \_\_\_\_\_

Zoning District: \_\_\_\_\_

1. Proposed use (residential etc.) \_\_\_\_\_
2. Accessory use if any \_\_\_\_\_
3. Number of on site parking spaces Existing \_\_\_\_\_ proposed \_\_\_\_\_
4. Area of lot, (sq. ft. or acreage) \_\_\_\_\_
5. Area covered by proposed and existing buildings, (sq. ft.) \_\_\_\_\_  
\_\_\_\_\_
6. Setback of building from street property line, (ft.) \_\_\_\_\_  
\_\_\_\_\_
7. Side yard setback (ft) \_\_\_\_\_
8. Rear yard setback (ft) \_\_\_\_\_
9. Height of building (ft. or stories depending on zone) \_\_\_\_\_
10. Proposed: \_\_\_\_\_
11. Lot width at street line (ft.) \_\_\_\_\_
12. Area of usable open space (sq. ft. and (%) of lot \_\_\_\_\_
13. Persons per acre ratio \_\_\_\_\_
14. Floor area ratio \_\_\_\_\_
15. Number of onsite parking and loading spaces \_\_\_\_\_
16. Building setback (yards 11, W-2 only) \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DEVELOPMENT PERMIT APPLICATION**

**FORM L&WD-5  
PROOF OF LEGAL INTEREST**

**AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn depose and say that:  
Name

1. I am the (check one)

Record title owner (fee simple)

Lessee

Other (specify)

of the real property described as Parcel No(s) \_\_\_\_\_

Estate \_\_\_\_\_

Quarter \_\_\_\_\_

Island \_\_\_\_\_

2. I have the irrevocable approvals, permission, or power of attorney from all other persons with a legal interest in the property to undertake the work proposed in the permit application as more fully set forth in the exhibit (s) attached hereto:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_ by \_\_\_\_\_ at \_\_\_\_\_ county of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission expires

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
-0-  
VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**

**(DPNR FORM L&WD-6)  
APPLICATION FOR TAX FILING AND PAYMENT STATUS REPORT\*\***

Date: \_\_\_\_\_

The applicant identified below hereby requests a letter certifying his or her tax filing and payment status for the purpose of receiving a Coastal Zone Management Permit from the Virgin Islands Department of Planning and Natural Resources pursuant to Act 5270, amending Sections 910 (a)(2) and 911 (d)(2) of the Coastal Zone Management Act (Title 12, Chapter 21, Virgin Islands Code). The applicant authorizes the Bureau of Internal Revenue to disclose any taxpayer information necessary to process this application to the Virgin Islands Department of Planning and Natural Resources, who may make such further disclosures as are necessary to carry out the requirements of the Coastal Zone Management Act, as amended.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

EIN/TIN: \_\_\_\_\_

SSN: \_\_\_\_\_

Please Indicate:

\_\_\_\_\_ \*Corporation  
\_\_\_\_\_ \*Partnership  
\_\_\_\_\_ Individual  
\_\_\_\_\_ Other

Type of Business: \_\_\_\_\_

Please circle forms that you use: 1120, 1120s,  
1065, 1040, 941 VI, 722 VI, 720, 720 VI, 720  
BVI, 50VI, other (list)

Date Business Started: \_\_\_\_\_

Person Representing Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reply to: 9601 Estate Thomas, St. Thomas VI 00802 or 4008 Estate Diamond, St. Croix VI 00820

\* Partnerships and/or Corporations must list partners/ corporate officers, social security numbers and addresses on a separate sheet and attach it to this application.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DEVELOPMENT PERMIT APPLICATION**

**PUBLIC NOTICE  
(SUPPLEMENT TO FORM L&WD-6)**

Pursuant to Act 5270, as approved by the Governor of the Virgin Islands on July 30, 1987, amending Section 910 (a) (2) and 911 (d) (2) of the Coastal Zone Management Act (Title 12, VI Code, Chapter 21), all applicants for Coastal Zone Management permits are required to present “certification from Bureau of Internal Revenue and Department of Finance” indicating “that the applicant has filed and paid all taxes, penalties and interest, and from the Office of the Lieutenant Governor that the applicants has filled its required annual report or has satisfactorily made agreement to pay the taxes or fill the required reports “12 VIC 910 (a) (2) (C), and “ (2) A coastal zone permit that includes an occupancy or development lease shall only be granted for a particular parcel of filled land for a lease period of not more than 20 years; provided that nothing in this subsection shall prohibit a lessee or permittee from executing a new lease at the end of the 20 year period. Any lease executed at the end of the lease period shall meet the requirements of this Chapter and shall be approved by the Governor and ratified by the Legislature, or in the event the Legislature is not in session, by the Committee on Planning and Environmental Protection.

For applicants not required by law to submit an annual report or to satisfactorily make an agreement to pay taxes or file the required reports, a letter from the Bureau of Internal Revenue, and/or the Department of Finance, and/or the Lieutenant Governor’s office so indicating will be required to continue further processing of the application.

Accordingly, all Coastal Zone Management permit applications (both minor and major), which are not accompanied by the certificates, as required by Act 5290, or written notification from said agencies indicating waiver or exemption of these requirements will not be accepted by the permitting office. It is the responsibility of each applicant to demonstrate compliance with the provisions of this Act.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DEVELOPMENT PERMIT APPLICATION**

**FORM L&WD-7  
CORPORATION APPLICATION**

(To be used when a corporation is making a Permit Application in Tier 1)

\_\_\_\_\_  
(Corporation Name)

By: \_\_\_\_\_  
(Signature)  
President or Vice-President

WITNESS:

\_\_\_\_\_ Name

ATTEST: \_\_\_\_\_  
Secretary Seal

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. before me the undersignrd officer, personally  
appeared \_\_\_\_\_, who acknowledges himself to be \_\_\_\_\_  
of \_\_\_\_\_; that he executed the foregoing instrument in the capacity  
above.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DEVELOPMENT PERMIT APPLICATION**

**FEE SCHEDULE**

**(TIER 1 ONLY)**

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.

### Flood Plain Determination and Permit Application

To be completed by all applicants

1. Owner: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Home Tel. #: \_\_\_\_\_ Business Tel. #: \_\_\_\_\_ Cellular #: \_\_\_\_\_
  
2. Designer: \_\_\_\_\_  
 Lic. #: \_\_\_\_\_ Tel. #: \_\_\_\_\_ Cellular #: \_\_\_\_\_
  
3. Plot #: \_\_\_\_\_ Estate: \_\_\_\_\_ Quarter: \_\_\_\_\_  
 Flood Zone Designation: \_\_\_\_\_

If your flood zone designation is Zone A, AE, AO, A1-30, A99, V, VO, Ve or V1-V30 as shown on the NFIP FIRM Map, then complete this section.

\*\*\*\*\*, NFIP Flood Zone Designation \*\*\*\*\*

1. Type of development:  
 1 or 2 Family dwelling ( ) Mobile Home ( ) Non-Structural ( )  
 3 Family or more, Apartment or Condo Structure ( ) Non- Residential Structure: ( )  
 Commercial Structure ( ) New Construction ( ) Non-Structural ( )  
 Addition to Structure ( ) 50% Substantial Improvement of Existing Structure ( )  
 Description of Activity \_\_\_\_\_  
 \_\_\_\_\_
  
2. Base Flood Elevation at the Development Site is \_\_\_\_\_ ft. above mean sea level (msl).
  
3. Elevation of the First Floor, Basement or Flood proof level for proposed structure is \_\_\_\_\_ ft.
  
4. Describe the Non-Structural Activity i.e. septic tank, waste water treatment plants etc. (including the location and development): \_\_\_\_\_  
 \_\_\_\_\_
  
5. Attach a certified copy of site plan ( 8.5" x 11" ) showing Base Flood Elevation . See sample attached.

<b>FOR OFFICE USE ONLY</b>	
Is the property located in an identified Flood Hazard Area? ( ) YES ( ) NO	
NFIP Zone Designation: _____ Forward to Flood Plain Manager : ( ) YES ( ) NO	
Application : APPROVED ( ) DENIED ( ) RESUBMIT ( )	
Plan Reviewer Name: _____	
Signature: _____	Date: _____

# SITE PLAN

SCALE: ONE INCH EQUALS 50 FT.  
SFHA or 100-Year Flood plain

IN THE FLOOD PLAIN

NOTES: ALL BASEMENTS WILL BE CONSTRUCTED OF CINDER BLOCK AND WILL BE LEFT UNFINISHED. FOR STRUCTURES LOCATED ON LOTS #1 AND #2, UTILITIES WILL BE SITUATED ON FIRST FLOORS.

BFE - Base (Or 100 Year) Flood Elevation  
(Tied Into Elevation 6.0 NGVD)

BASEMENT FLOOR EL  
4 FT. BELOW GROUND LEVEL

Existing House

LOT #1

PROPOSED HOUSE

LOT #2

BASEMENT FLOOR EL  
4 FT. BELOW GROUND LEVEL

BASEMENT FLOOR EL  
6 FT. BELOW GROUND LEVEL

Undeveloped Lot

LOT #3

Estate Road

Private Road

Shore Line

