



**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Date Application Deemed Complete: \_\_\_\_\_  
 Date of Pre-Application Meeting: \_\_\_\_\_  
 Date Application Fee Paid: \_\_\_\_\_  
 Tracking No. ZA: \_\_\_\_\_



**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES**

**DEPARTMENT OF PLANNING AND NATURAL RESOURCES**

**Division of Comprehensive & Coastal Zone Planning**  
**St. Croix** **St. Thomas/St. John**  
 340-773-1082 340-774-3320

**DIRECTOR:**  
 Leia LaPlace-Matthew  
 Email: [leia.laplace@dpr.vi.gov](mailto:leia.laplace@dpr.vi.gov)  
 Phone: 340-773-1082 / 340-774-3320 x2215

**OFFICIAL ZONING MAP AMENDMENT REQUEST FORM**

**Zoning Amendment Request is for:**      **Rezoning:**       **Use Variance:**

**1. Applicant:** The Department of Property & Procurement

**Mailing Address:** 8201 Subbase Suite #4

**City:** St. Thomas      **State:** VI      **Zip:** 00802

**Telephone:** 340-774-0828      **E-mail:** vincent.richards@dpp.vi.gov

**NOTE: OFFICIAL CORRESPONDENCE WILL BE MAILED TO THE ADDRESS ABOVE**

**2. Contact Person/Representative:** Mr. Vincent Ricahrds (Deputy Commissioner - Department of Property & Procurement)

**Telephone:** 340-774-0828 Ext. 261      **E-mail:** vincent.richards@dpp.vi.gov

**3. Property Address:** Lots 104/105/106/107/108/109 Subbase Southside Quarter St. Thomas US Virgin Islands

**4. Tax Assessor's Parcel I.D. Number:** ID Numbers 105204050172 & 105204050149

**5. Current Zone:** B-3      **Proposed Zone:** Public "P"

**6. Site Acreage:** Lot 104 = .463 Acres /Lot 105 = .646 Acres/Lot 106 = .493 Acres/Lot 107 = .233 Acres

: Lot 108 = .279 Acres/Lot 109 = .264

**Total Acreage:** 2.378 Acres

7. **Property Owner(s):** \_\_\_\_\_  
**Address:** Alexander A. Farrelly Criminal Justice Center / CJC 3rd Floor  
**City:** St. Thomas **State:** VI **Zip:** 00802  
**Telephone:** 340-774-3531 **Email:** wynnie.testamark@boc.vi.gov

8. **Detailed Description of what exists on the property.**

9. **Does what exist on the property conform to its current zoning district’s requirements?**

**YES:**  **NO:**

10. **Detailed Description of Proposal:**

The Bureau of Correction – Swan Annex currently resides on Parcels 107/108/109 and is to be deconstructed due to Hurricanes Irma and Maria. The replacement facility is to be built on parcels 104/105/106/107/108/109 all of which are owned by the Government of the Virgin Islands yet having other zoning designations. To be consistent and within the policies of the GVI/Department of Property and Procurement, GVI Owned Properties are to be rezoned to Public “P” designation for which is the underlying basis of this request.

11. **Is the property served by municipal sewer lines?** **YES:**  **NO:**

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

12. **Is the property served by municipal water lines?** **YES:**  **NO:**

If **NO**, please explain the plan for water supply.

13. **Are there any floodways on the site?** **YES:**  **NO:**

14. **Are there any cultural/historical resources on site?** **YES:**  **NO:**

If **YES**, describe how the cultural/historical resource(s) will be incorporated into the development.

15. Are there any covenants and restrictions of record on the property? YES:  NO:

If YES, provide a copy of the restrictions.

Do they preclude undertaking of the uses that are proposed? YES:  NO:

### REQUIRED SUBMITTALS

- One electronic copy** of this application, along with every item in the checklist below or
  
- Two printed copies** of this application, along with two copies of every item in the checklist below:
  - One (1) Copy for submission to the Division of Comprehensive and Coastal Zone Planning
  - One (1) Copy for submission to the Legislature
  
- 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".
  
- Letter of Application**- Address letter to the Senate President; Indicate the name of the property owner(s) and authorized agent(s) with mailing addresses and contact numbers, legal, physical address and acreage of the parcel(s) to be rezoned current and requested zone, and specific intent for zoning map amendment.
  
- Official Recorded and Numbered PWD/OLG Map** (*Obtained from and certified by the Office of the Lieutenant Governor, Cadastral Division, St. Croix 340-773-6449; St. Thomas 340-774-9906*)
  
- 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. (*Obtained from the Office of the Lieutenant Governor, Tax Assessor Division, St. Croix 340-773-6459 or 340-772-3115; St. Thomas 340-776-8505; St. John 340-776-6737*).
  
- Recorded Deed** (*Include a copy of covenants and restrictions referenced in the deed; obtained from the Office of the Lieutenant Governor, Recorder of Deeds, St. Croix 340-773-6449; St. Thomas 340-774-9906*)
  
- Real Property Tax Clearance Letter** (*Obtained from the Department of Finance, St. Croix 340-773-1105; St. Thomas/ St. John 340-774-4750*)
  
- 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 or if more than one person owns the property.*)
  
- Articles of Incorporation** (*required if a corporation owns the property*)

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

**Conceptual Site Plan and/or As-built drawing-** At a minimum scale of 1 inch = 40 feet and includes the following:


- Conceptual layout of the property.
- Existing/proposed building locations and footprint.
- Location of uses and open spaces.
- Location of watercourses (*guts*) and existing/type of vegetation on the site.
- Location of existing/proposed street and driveways, accesses, and circulation patterns.
- Current use and zoning of the site and adjacent property.
- Landscape design and screening/buffering plan.
- Proposed lot size/density and setback.
- Proposed development timing.

**PLEASE NOTE:** Submission of the requested information is a prerequisite for a pre-application meeting and **DOES NOT** constitute the submission of an application to the Legislature for a Zoning Map Amendment or Use Variance. **A DETERMINATION THAT AN APPLICATION IS COMPLETE IN NO WAY IMPLIES THAT ADDITIONAL INFORMATION MAY NOT 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.

**SIGNATORY # ONE (1):**

Print Name: Lisa M. Alejandro, Commissioner -Property & Procurement/Government of the US Virgin Islands

ve Sign/x: 

Date: 12/1/2023

**SIGNATORY # TWO (2):**

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

Sign/x: \_\_\_\_\_

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