

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

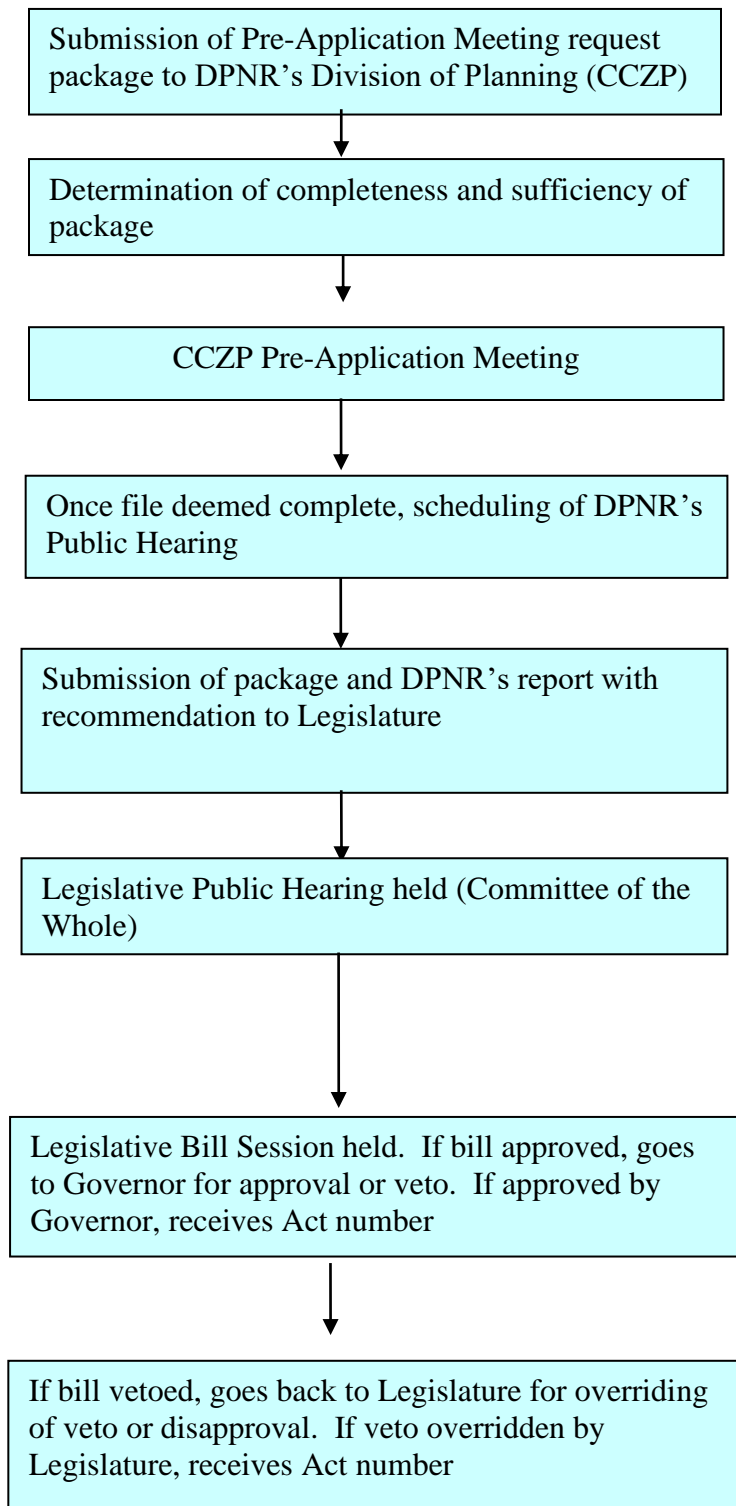
Deadline for Submission of Complete Application (first Friday of each month)	Public Hearing Date (week of _)***
12/1/2023	1/15/2024
1/5/2024	2/19/2024
2/2/2024	3/18/2024
3/1/2024	4/15/2024
4/5/2024	5/20/2024
5/3/2024	6/17/2024
6/7/2024	7/22/2024
7/5/2024	8/19/2024
8/2/2024	9/16/2024
9/6/2024	10/21/2024
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 Zoning Map Amendment and Planned Area Development Proposals
(Process takes 3+ months)



Please note Planned Area Development approvals are only valid for two years from date of approval by the Legislature. If construction does not proceed, approval shall be void and entire matter resubmitted for reconsideration unless revised plan/schedule submitted to Planning Office. VIC, T. 29, Ch. 3, Section 232 (b).

ZONING MAP AMENDMENT 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

PLANNED AREA DEVELOPMENT FEES

Application Fee \$250

In Addition to the above:

One acre but less than 5 acres.....	\$10.00 per acre
5 acres but less than 10 acres.....	\$15.00 per acre
10 acres but less than 20 acres.....	\$20.00 per acre
20 acres or more	\$25.00 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.

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

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



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

340-773-1082

St. Thomas/St. John

340-774-3320

Zoning Map Amendment and Planned Area Development Application

Request is for: Rezoning Use Variance Planned Area Development

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 _____ Proposed Zone or Use Variance _____

6. Site Acreage _____

7. Property Owner(s) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

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

9. Does what currently exist on the property conform to its current zoning district's requirements? **Yes** **No**

10. Detailed Description of Proposal: _____

11. Is the property served by municipal sewer lines? **Yes** **No**
If **NO**, please explain plan for sewage disposal. _____

12. Is the property served by municipal water lines? **Yes** **No**
If **NO**, please explain plans for water supply. _____

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

14. Are there any cultural/historical resources on the site? **Yes** **No**
If **YES**, describe how the cultural/historical resource(s) will be incorporated into the development proposal. _____

15. 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".

- Letter of Application**- Address letter to the Senate President; Indicate name of property owner(s) and authorized agent(s) with mailing addresses and contact numbers, legal physical address and acreage of parcel(s) to be rezoned, current and requested zone, and specific intent for proposal.

- 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*)

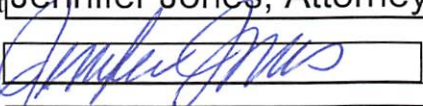
Photographs (*Depicting intervals along the perimeter of the property, its existing on-site conditions, and surrounding neighborhood to the North, South, East, and West*)

Conceptual Site Plan and/or As-built drawing- At a minimum scale of 1 inch = 40 feet and may include 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 (Rezoning or Use Variance) or a Planned Area Development. **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. **WE UNDERSTAND AN INCOMPLETE APPLICATION PACKAGE IS INVALID AFTER ONE YEAR OF INACTIVITY. IN CASES OF DENIAL, RENEWAL APPLICATIONS MAY BE REOPENED ONLY AFTER 12 MONTHS FROM DENIAL DATE (VIC, T. 29, CH. 3, SECTION 238 (D)).**

Print	Jennifer Jones, Attorney	Print	
Sign		Sign	
Date	04-25-2024	Date	

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

- **Conceptual Site Plan and/or As-built drawing-** At a minimum scale of 1 inch = 40 feet and may include the following:
 - Conceptual layout of the property.
 - Existing/proposed building locations and footprint.
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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: _____