

## **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.

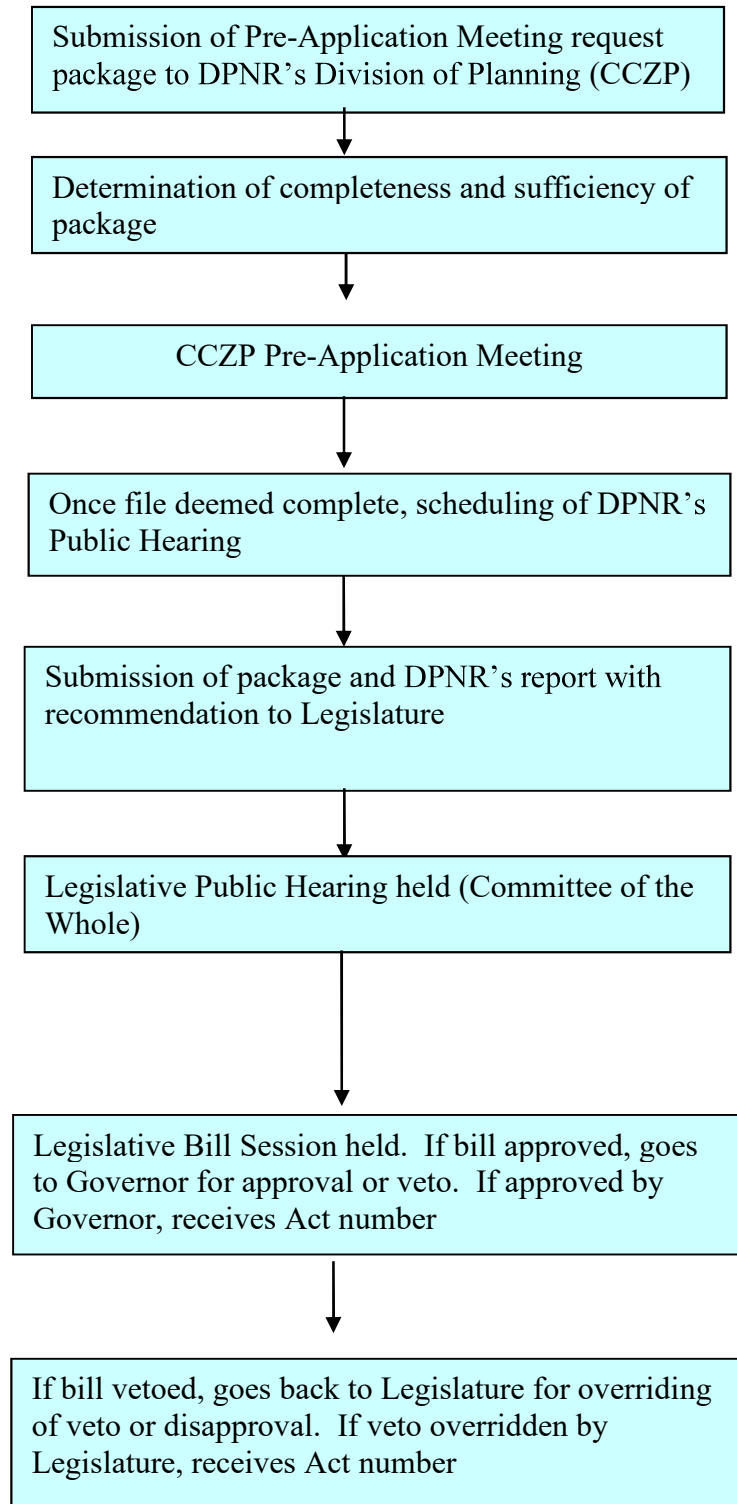
DPNR's Division of Comprehensive and Coastal Zone Planning	
2025 Public Hearing Schedule	
Deadline for Submission of Complete Application (first Friday of each month)	Public Hearing Date (week of_)***
12/6/2024	1/20/2025
1/3/2025	2/17/2025
2/7/2025	3/24/2025
3/7/2025	4/21/2025
4/4/2025	5/19/2025
5/2/2025	6/16/2025
6/6/2025	7/21/2025
7/4/2025	8/18/2025
8/1/2025	9/15/2025
9/5/2025	10/20/2025
10/3/2025	11/17/2025
11/7/2025	12/22/2025
12/5/2025	1/19/2026

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 12/2/2024

**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:

[Empty text box]

[Empty text box]

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

10. Detailed Description of Proposal:

[Empty text box]

[Empty text box]

[Empty text box]

11. Is the property served by municipal sewer lines? Yes  No

If NO, please explain plan for sewage disposal.

[Empty text box]

[Empty text box]

12. Is the property served by municipal water lines? Yes  No

If NO, please explain plans for water supply.

[Empty text box]

[Empty text box]

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.

[Empty text box]

[Empty text box]

[Empty text box]

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

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	<a href="https://propertytax.vi.gov/">https://propertytax.vi.gov/</a>
	Paid Receipt Reprint	Free online	<a href="https://propertytax.vi.gov/">https://propertytax.vi.gov/</a>
	Tax Status Report (3-5 Business Days)	Free online	<a href="https://propertytax.vi.gov/">https://propertytax.vi.gov/</a>
	Tax Clearance Certificate (Same Day or 2 Business Days)	\$25.00	
	<del>Certificate Expedite Fee (2 Business Days)</del>	N/A	

**PLEASE DO NOT WRITE BELOW THIS LINE**

**Total \$** \_\_\_\_\_

CASHIER NAME: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

PAYMENT STAMP:

RESEARCHED BY: \_\_\_\_\_ RESEARCH DATE: \_\_\_\_\_