

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

Official Zoning Map Amendment Request Form

Zoning Amendment Request is for: ☐ Rezoning ☒ Use Variance

1. Applicant Government of the Virgin Islands; Department of Public Works

Mailing Address 6002 Annas Hope

City Christiansted State USVI Zip 00820

Telephone _____ E-mail _____

Note: Official correspondence will be mailed to the address above

2. Contact Person/Representative Clarence Browne, Design District, PLLC

Telephone _____ E-mail clarence@designdistrictvi.com

3. Property Address 24B & 24D Estate Body Slob, St. Croix, USVI

4. Tax Assessor's Parcel I.D. Number 204500021600

5. Current Zone P Proposed Zone or Use Variance To allow bus terminal

6. Site Acreage 2 & 0.9182

7. Property Owner(s) Government of the Virgin Islands; Department of Public Works
- Address 6002 Annas Hope
- City Christiansted State VI Zip 00820
- Telephone _____ Email _____
8. Detailed Description of what exists on the property. Wooden structure utilized as VITRAN Bus Terminal.
- _____
- _____
9. Does what exist on the property conform to its current zoning district's requirements?
____ Yes ☒ No
10. Detailed Description of Proposal:
To ensure the plot in its current and future use be in conformity with zone
- _____
- _____
- _____
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 plan for water supply. _____
- _____
- _____
13. Are there any flood ways 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 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 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 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. (*Obtained from the Office of the Lieutenant Governor, Tax Assessor Division, St. Croix 773-6459 or 772-3115; St. Thomas 776-8505; St. John 776-6737*).
- ☒ **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 Department of Finance, St. Croix 773-1105; St. Thomas/ St. John 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 property is owned by more than one person.*)
- ☐ **Articles of Incorporation** (*required if the property is owned by a Corporation*)
- ☒ **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.

Print Clarence Browne

Sign 

Date 8/25/2025

Print _____

Sign _____

Date _____