



# 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. guts, 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

⊙ = Must be submitted on Architectural (Blue print) drawings.

7.03

**Position of Structures**

- a.  Identify proposed and existing structures
- b.  Show building size, dimensions and number of stories
- c.  Show location and capacity of all storage tanks and cisterns
- d.  Show location of sewage disposal
- e.  Show site profile including all floor elevations and existing and finish grade elevations
- f.  Show underground utilities

7.04

**Stormwater Drainage**

- a.  Show natural and proposed drainage pattern
- b.  Show design details, profiles and location of stormwater control devices
- c.  Provide a hydrology report (Subdivisions only)

7.05

**Erosion and Sediment Control**

- a.  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.).
- b.  Show location of construction entrance and proposed methods to reduce silt travel onto road
- c.  Provide final grading plan
- d.  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**

- a.  Setback distances from property lines, water supply, waterbodies, and all structures (proposed or existing)
- b.  Septic capacity requirements
- c.  Septic details with cross section
- d.  Disposal site(s) and area of final effluent

9.00

**OTHER REQUIRED DRAWINGS (1/4" = 1' - 0")**

- a.  Floor Plans
- b.  Foundations/Footings
- c.  Total Project Elevation Views (Individual Buildings)
- d.  Section Views

✓ 10.00

**REQUIRED MAPS (Indicate site on all Maps) Info @ Lt. Gov's Office**

- a.  Recorded Parcel Map/Registered Survey Map
- b.  Show all easements on the site and within 50 feet of the property line
- c.  Official Zoning Map
- d.  FEMA Flood Insurance Rate Map
- e.  Water Resources Map - delineate watershed(s)
- f.  Sediment Reduction Program Map
- g.  Soil Survey - Soils Map

✓ 11.00

**OTHER REQUIRED SUBMITTALS**

- a.  Permit Application (Form L&WD-2) - done
- b.  Zoning Requirements Table (Form L&WD-3) - done
- c.  Proof of Legal Interest (Form L&WD-5) - done
- d.  Income tax clearance letter (Form L&WD-6) (Tier 1 and Commercial Tier 2 Only) - Actual letter
- e.  Corporate Application Form (If a corporation is the applicant, developer or owner of the project) (Form L&WD-7)
- f.  Certificate of Corporate Good Standing (For corporate applicants, developers or owners)
- g.  Application Fee - done
- h.  Property tax clearance letter (Tier 1 and Commercial Tier 2 Only) - Actual letter
- i.  Copy of Deed/Lease/Purchase Agreement
- j.  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)
- k.  Letter from the State Historic Preservation Officer - SHPO approving the Phase 1 Archaeological Resources Survey for the site (Subdivisions only)
- l.  Approved Road and Driveway permit.
- m.  Revenue Projection (commercial projects only) - provide the total gross revenue that can be generated from the proposed project
- n.  NFIP Flood Zone Designation (Form L&WD-8)