

| Office Use Only | |
|-----------------------------------|-------|
| Tracking No. | _____ |
| Date Application Received: | _____ |
| Reviewed by: | _____ |
| Date Application Deemed Complete: | _____ |
| Date of Pre-Application Meeting: | _____ |



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's Name ANIMAL CARE CENTER OF ST JOHN, INC
 Mailing Address PO Box 429
 City ST JOHN State VI Zip 00831
 Telephone 340/774-1625 E-mail INFO@STJACC.ORG

Note: Official correspondence will be mailed to the address above

2. Contact Person/Representative MICHAEL MILNE, BAREFOOT DESIGN GRP
 Telephone 693-7665 E-mail MICHAEL@BAREFOOTAIA.COM
 3. Property Address 14 PENN EST CAROLINA, ST JOHN, VI
 4. Tax Assessor's Parcel I.D. Number 3-04104-0508-00
 5. Current Zone R-2 Proposed Zone or Use Variance B-2 OR OTHER
 6. Site Acreage 2.309 AC

7. Property Owners Name(s) Animal Care Center of St John
Address PO Box 429
City St John State VI Zip 00831
Telephone (340) 774-1625 Email INFO@STJACC.ORG

8. Detailed Description of what exists on the property. UNDEVELOPED LAND

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

10. Detailed Description of Proposal:

CONSTRUCTION OF AN ANIMAL CARE SHELTER
W/ PARKING IN A PORTION OF THE PROPERTY
& THE REMAINDER BEING UNBUILT TO MITIGATE
FLOODING

11. Is the property served by municipal sewer lines? Yes No
If no, please explain plan for sewage disposal. AEROBIC TREATMENT UNIT
(ATU), SEE SHEET A.O.O FOR SITE LOCATION
& DETAILS

12. Is the property served by municipal water lines? Yes No
If no, please explain plan for water supply. ROOF COLLECTION & CISTERNS,
SEE SHEET A.O.O FOR CISTERN CAPACITY

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

14. Are there any cultural/historical resources on site? Yes No
If yes, provide letter from Division of Archaeology and Historical Preservation and describe the resources.

(If uncertain, verify with the Division of Archaeology and Historical Preservation at 772-2021 or 776-8605).

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

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| Required Submittals |
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- ✓ **Three Copies** of this application along with three copies of every item in the checklist below:
 - One (1) Copy for submittal to the Division of Comprehensive and Coastal Zone Planning
 - One (1) Copy for the applicant(s) records
 - One (1) Copy for submittal to the Legislature

Documents shall be submitted on letter sized paper (8.5" x 11")
 Maps, Surveys, Plans and Renderings shall be submitted in a format no larger than 24" x 36".
 Documents larger than 8.5" x 11" shall be folded.

- ✓ **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 *(Submit a copy of this letter once the application has been deemed complete and ready for submittal to the Legislature)*
- ✓ **Official Recorded and Numbered PWD/OLG Map** *(Must be 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)*
- ✓ **Official Zoning Map** *(Full zoning map with SCZ/SJZ/STZ Map No. visible on left or right hand side) (obtained from the Office of the Lieutenant Governor, Cadastral Division)*
- ✓ **Flood Map** *(obtained from the Office of the Lieutenant Governor, Cadastral Division)*
- ✓ **Soil Type Map** *(obtained from the Office of the Lieutenant Governor, Cadastral Division)*
- N/A **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.

Note: You will be notified by the Planning Office if the following items are required.

- Letter from the Division of Archaeology and Historic Preservation (*if applicable; Contact Nos. St. Croix 772-2021; St. Thomas 776-8605*)
- Letter from the Division of Fish and Wildlife (*if applicable; Contact Nos. St. Croix 773-1082; St. Thomas 775-6762*)

PLEASE NOTE: Submittal of the requested information is a prerequisite for a pre-application meeting and **does not** constitute the submittal 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 Jessica Palmer

Sign [Signature]

Date 2/20/2020

Print _____

Sign _____

Date _____