

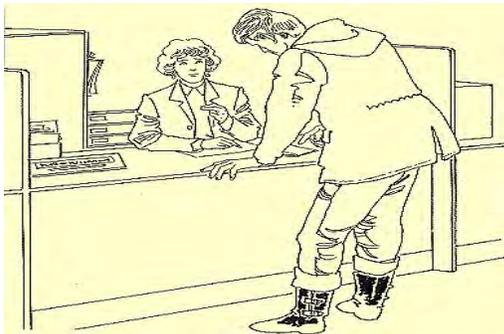
Ministry of Physical Development and the Environment



# CHECKLIST AND FEES FOR THE SUBMISSION OF PLANNING APPLICATIONS

Website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)

Opening Hours to the Public  
8.30 am - 3.00 pm



Physical Planning Section  
Development Control Authority  
Tel: 468-4457/ 468-4455  
Email: [physicalplanningstlucia@gosl.gov.lc](mailto:physicalplanningstlucia@gosl.gov.lc)

*The Development Control Authority is governed by the Physical Planning and  
Development Act NO. 29 of 2001 and its amendments of 2005*

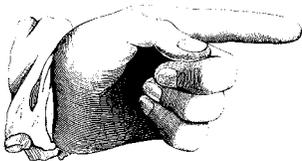
# ATTENTION DEVELOPERS!



*Be aware that permission must be obtained from the Development Control Authority before carrying out any type of Development on Land.*

*Such Development include*

- *Residential*
- *Commercial*
- *Land Subdivision*
- *Change of Use*
- *Repairs and Renovation*
- *Erection of Tents*
- *Etc*

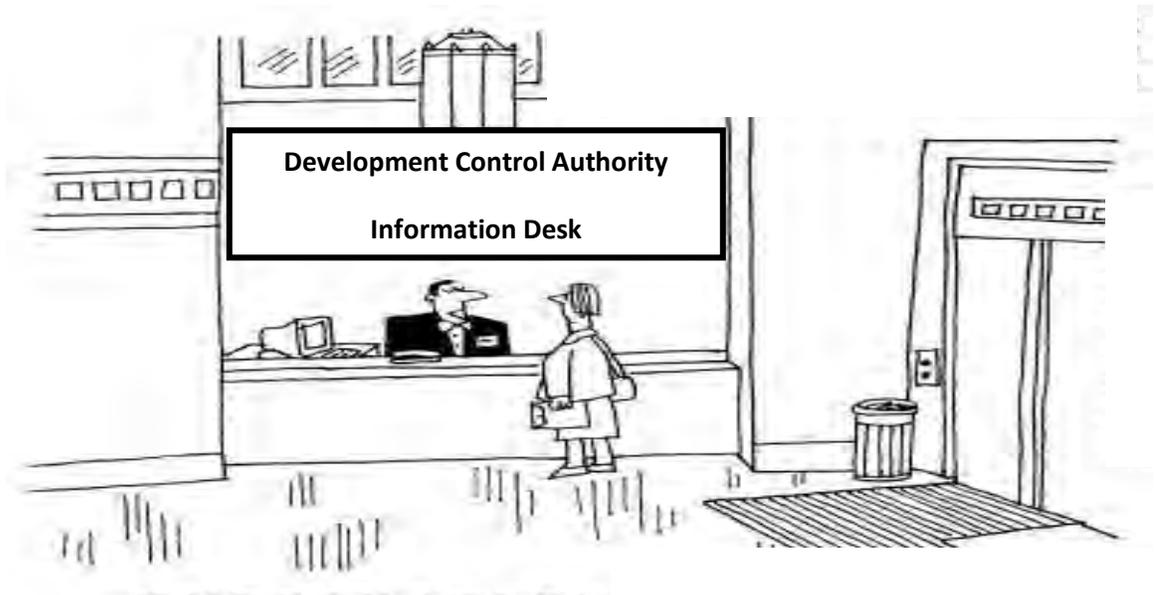


If you are not sure the development you are proposing to undertake requires permission, please feel free to seek advice from the office of the Development Control Authority, Graham Louisy Building, First Floor, (door No. 1) between the hours of 8.30 am – 3.00 pm Monday – Friday

*Fees are presently under review and are subject to change*

## **All Applications for Development MUST be Registered**

### **Procedure for Registering Applications**



1. The developer or his agent presents applications at the Front Desk Counter for submission.
2. The application is checked by the Front Desk Clerks or Building Officers to ensure that the developer/agent has submitted all the requirements for the particular type of application being submitted.
3. Assuming all the requirements have been submitted, a payment slip is written up and given to the developer or his agent for payment of fees.
4. An application is not registered until fees have been paid for the application. Upon payment of the fees, the developer submits the application with the receipts showing proof that the fees have been paid.
5. The application is then registered by the Front Desk Clerks or Building Officers by registering all the information applicable to the application being submitted in the register of applications. The application is given a reference number, which will be the next consecutive number available in the register.

6. The information (applicable to the application) written in the register of applications is as follows:

- a) Reference Number
- b) Date of submission
- c) Number of plans submitted
- d) Applicant's name
- e) Block and Parcel Number
- f) Location of development
- g) District
- h) Approval type (full approval or approval in principle)
- i) Application type e.g. commercial, residential, subdivision, etc.
- j) Other types of applications not specified under application type, e.g. tent, fence.
- k) Area of development (building area or area of lots for subdivisions)
- l) Number of bedrooms
- m) Number of lots
- n) Fees
- o) Department Circulation dispatched and returned, i.e. receipt numbers
- p) Decision
- q) Recipient (person who receives application on presentation of registration slip)
- r) Subdivision Number
- s) Designer
- t) Remarks (signature of officer registering application)



7. Once all the information relevant to the application (as indicated above) is entered in the registration book, an **Acknowledgment Slip** is prepared and given to the developer/agent. This slip must be presented when collecting the application. The **Acknowledgment Slip** also provides information relevant to the application, such as:

- a) Applicant's name
- b) Address
- c) Application Reference Number
- d) Development type
- e) Date submitted
- f) Building Officer Zones
- g) Office contacts



The officer registering the application must sign the **Acknowledgment Slip** on behalf of the Executive Secretary, Development Control Authority. The **Acknowledgment Slip** is also stamped with the Authority's date stamp indicating the date the application was submitted.

The officer registering the application then writes the reference number and stamps the date stamp on the top right hand corner of all the documents and drawings (individual sheets) of the application. The application is then referred to the Development Control

Officer or to the Executive Secretary who assigns it to an officer for processing.

## Drawing Requirements

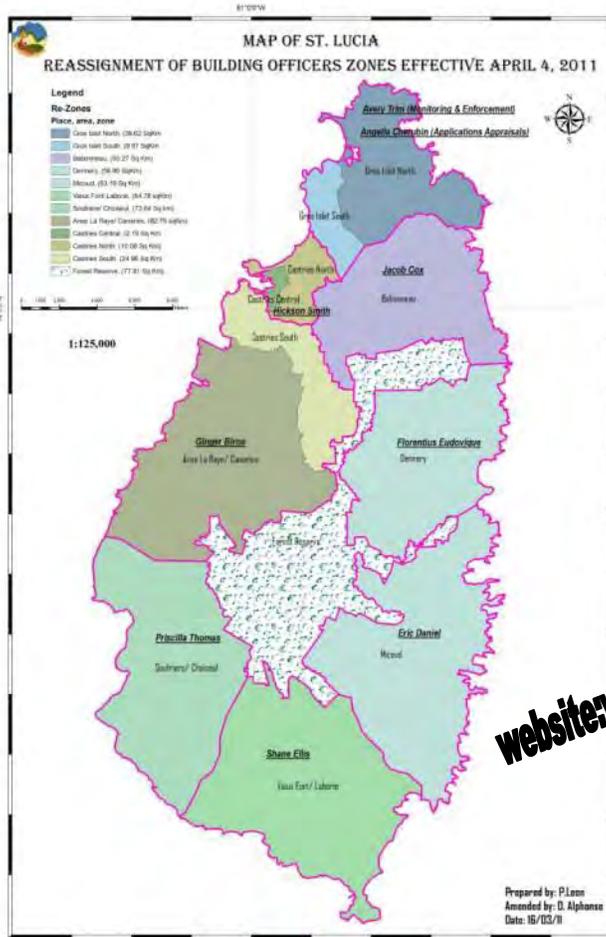
Each drawing **MUST** show the following on all sheets.



- ❖ Title of drawing
- ❖ Name of the Developer
- ❖ Location of Development
- ❖ Postal address (including Email)
- ❖ All Telephone Numbers (including Mobile)
- ❖ Scale of Drawing
- ❖ Date of Drawing
- ❖ Sheet Numbers
- ❖ Name of the Designer/Technician
- ❖ Postal address (including Email)
- ❖ All Telephone Numbers (including Mobile)



# Building Officers Zones



Website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)



## Legend

### Re-Zones

#### Place, area, zone

- Gros Islet North, (38.62 SqKm)
- Gros Islet South, (9.97 SqKm)
- Babonneau, (55.27 Sq Km)
- Dennery, (58.90 SqKm)
- Micoud, (83.19 Sq Km)
- Vieux Fort/ Laborie, (84.78 sqKm)
- Soufriere/ Choiseul, (73.64 Sq km)
- Anse La Raye/ Canaries, (82.79 sqKm)
- Castries Central, (2.19 Sq Km)
- Castries North, (10.08 Sq Km)
- Castries South, (24.96 Sq Km)
- Forest Reserve, (77.81 Sq Km)



# DCA Minimum Standards

Setbacks vary according to lot sizes and are taken from the furthestmost projection of a building (this may include a stair case, roof, etc.) to the boundary.



## Side Setbacks (standard)

Lot sizes range from:

- 0 - 3000 sq ft (278.71 sq m) - 4 ft (1.22 m) min
- 3001- 7000 sq ft (278.80 - 650.32 sq m) - 6 ft (1.83 m) min
- 7001 sq ft (650.41 sq m) and above - 8 ft (2.43 m) min

**Note:** 1 ft (0.30 m) must be added to standard setbacks for each additional floor of building.

**Rear Setbacks** - 8 ft (2.43 m) min.

**Front Setbacks** - these vary according to category of road

## Categories of Access

- 10 ft. (3.05 m) Footpath - 10 ft (3.05 m) min
- 27 ft. (8.23 m) Residential Access - 10 ft (3.05 m) min
- 30 ft. (9.14 m) Residential Collector - 15 ft (4.57 m) min
- 34 ft. (10.36 m) Secondary Lane - 20 ft (6.1 m) min
- 50 ft. (15.24 m) Primary Lane - 20 ft (6.1 m) min – (Residential)  
- 30 ft (9.14 m) min – (Industrial)

You can check the status of your application by logging onto our website at:  
[www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)

# Remember!

1. Keep within your Approved Setbacks
  - ⇒ Setbacks promote privacy
  - ⇒ Allow light between buildings
  - ⇒ Facilitates the circulation of air between buildings
  - ⇒ Accommodate infrastructure such as sewerage disposal, drains, telecommunications network, etc.
2. Proper setbacks lead to proper development
3. Have some consideration for your next door neighbour.
4. Incorporate all approved and necessary drainage systems now!
5. Do not allow any water to flow unchannelled.
6. Maintain your drains.

## Parking Requirements

Minimum Parking and Loading Requirements for Different Development Types:

Type of Development	Minimum Number of vehicle Parking Spaces Required
◆ Private Residences	- 1 for each individual unit - This standard may be modified in special areas
◆ Apartment Buildings	- 1.25 for each individual unit whether of one, two, or three bedrooms and one for each two efficiency units of studio units - These standards may be modified in special areas
◆ Guest Houses	- 1 for each 9 guest bedrooms plus 1 for each 50 sq.ft. (5m <sup>2</sup> ) of public dining room
◆ Motels	- 1 for each guest unit plus 1 for each 50 sq.ft. (5m <sup>2</sup> ) of public dining room
◆ Civic Administration Buildings	- 1 for each 700 sq.ft. (165m <sup>2</sup> ) of gross floor area including passages, toilets, circulation spaces etc
◆ Office Buildings	- 1 for each 550 sq.ft. (70m <sup>2</sup> ) for net usable office floor area or at least 1 per office
◆ Libraries, Museums, Shops, Showrooms, Stores	- 1 for each 750 sq.ft. (50m <sup>2</sup> ) of clear retail area inclusive of storerooms. (The same applies to shopping centres)
◆ Supermarkets	- 1 for each 170 sq.ft. (16m <sup>2</sup> ) of clear retail space
◆ Restaurants, Markets	- 1 for each 100 sq.ft. (10m <sup>2</sup> ) of public dining room
◆ Industrial Buildings used for manufacture of storage	- 1 for each 860 sq.ft. (80m <sup>2</sup> ) plus 1 for each 1,000 sq.ft. (100m <sup>2</sup> ) gross floor in excess of 5,000 sq.ft (500m <sup>2</sup> )
◆ Dance Halls, Clubs and Bars	- 1 per 20 sq.ft. (2m <sup>2</sup> )
◆ Games Buildings	- 1 for each building up to 1000 sq.ft. (100m <sup>2</sup> ) plus
◆ Permanent Exhibition Buildings	- 1 for each 100 sq.ft. (10m <sup>2</sup> ) in excess of 1000 sq.ft. (100m <sup>2</sup> )

Type of Development	Minimum Number of vehicle Parking Spaces Required
◆ Hospitals	- 1 for each 6 beds
◆ Clinics (Private)	- 3 for each practitioner or 1 for each 3 beds
◆ Assembly Halls Auditoriums Sports Fields City and Town Hall Cinemas Courts Houses Lecture Halls Schools Colleges Universities	- 1 for each 10 seats or 100 sq.ft. (10m <sup>2</sup> )
◆ Vehicles service and repair	- 3 for each service and/or repair bay
These are the minimum requirements and the local authorities may raise the standards in relation to increase of vehicular traffic	

## **RESIDENTIAL**

The requirements for the submission of Residential Applications are:

- ◆ Three (3) sets of architectural drawings done to scale to include:
  - Site Plan indicating minimum setbacks
  - Floor Plan
  - Elevations (minimum three (3))
  - Sections (minimum one (1))
  - Roof Plan
  - Foundation Plan
  - Details
    - Roof Fixing
    - Foundation
  - Details (if relevant)
    - Floor Framing Plan
    - Columns section
    - Longitudinal and Cross Sections of Beam
  - Stair case Details (cross section)
- ◆ One (1) Recent Copy of Land Register – to be obtained at the Land Registry Department
- ◆ Notarized letter of consent (if applicable)
- ◆ One (1) Copy of Survey Plan – to be obtained at the Lands & Survey Department



- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract – to be obtained at the Lands & Survey Department
- ◆ Two (2) Building Forms – to be obtained at the Lands & Survey Department (completed and duly signed)
- ◆ Public Health Approval or WASCO Approval (where applicable).

## Residential Building Development Fees



- **Residential** building less than 500 sq. ft.(46.45 square meters) gross floor area - **\$20.00**
- **Residential** building between 500 – 1000 sq. ft.(46.45 – 92.90 sq m) gross floor area - **\$35.00**
- **Residential** building in excess of 1,000 sq. ft. (92.90 sq m) gross floor area - **\$0.15 per sq. ft. (\$1.62 per sq.m.)**

## INSTITUTIONAL/COMMERCIAL/TOURISTIC/INDUSTRIAL

Applications for the development of Commercial, Touristic, Institutional or Industrial Buildings require the following:

- Covering Letter
- One copy of Land Register extract - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- One (1) Copy of Survey Plan – to be obtained at the Lands & Survey Department
- Two (2) Building Forms – to be obtained at the Lands & Survey Department (completed and duly signed)
- One (1) Copy of Location Plan (topographic sheet) and LRTP map extract– to be obtained at the Lands & Survey Department
- Three (3) sets of Architectural drawings to scale (use of all floors to be indicated on relevant floor plans)
- All drawings to be certified by a locally registered Engineer
- Project Brief - outlining concept of application
- Recommendations from Fire Department
- Recommendations from Public Health Department and/or WASCO
- Electrical Approval from the Electrical Department of the Ministry of Communications, Works, Transport & Public Utilities
- Site Management Plan certified by a locally registered engineer

- Traffic Management Plan approved by the Ministry of Communications, Works, Transport and Public Utilities where necessary
- Solid Waste Management Plan approved by the Saint Lucia Solid Waste Management Authority

### **Building Development Fees**



<b><u>Guest House</u></b> -(basic fee)	<b>\$250.00</b>
additional fee per guest bedroom	<b>\$20.00</b>
<b><u>Hotel</u></b> (basic fee)	<b>\$500.00</b>
additional fee per guest bedroom	<b>\$30.00</b>

### **Commercial Buildings**

Offices, cinemas, restaurants & bars **\$0.30 per sq.ft. (\$3.24 per square meter)**  
workshops, repair shops, industrial buildings  
warehouses, garages necessary buildings, etc.



**Residential Apartments** **\$0.15 per sq. ft. (\$1.62 per s.m.)**

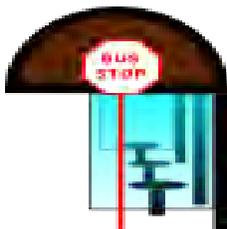
**website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)**



**Filling Station** **\$200.00**  
(Not including repair workshop, garage, showroom, or other accessory building)

### **Additional facilities**

**\$0.15 per sq.ft. (\$1.62 per square meter)**



**Bus Shelters:** in addition to the above submissions electrical approval where applicable

### **Road**

**\$0.30 per linear foot (\$1.00 per meter)**



*Fees are presently under review and are subject to change*

**Churches**

Chapels, buildings to be used for community purposes provided that they are recommended by the Ministry of Social Transformation

FREE



**REAPPROVAL OF APPLICATIONS**



**Residential**

1 – 499 sq. ft. (1- 46.36 sq.m)	<b>\$0.10</b>
500 square foot (46.45 sq.m.) and above	<b>\$50.00</b>

**Commercial**

1 – 499 sq.ft. (1- 46.36 sq.m.)	<b>\$30.00</b>
500 square foot (46.45 sq.m.) and above	<b>\$50.00</b>

**EXTENSION OF BUILDINGS**

**Residential Extensions**

Less than 1000 s.f. (92.9 s.m.)	<b>\$35.00</b>
Above 1000 s.f. (92.9 s.m.)	<b>\$0.15 (\$1.62 per sq.m.)</b>

**Commercial Extensions**

Total extension	<b>\$0.30 per s.f. (\$3.24 per sq.m.)</b>
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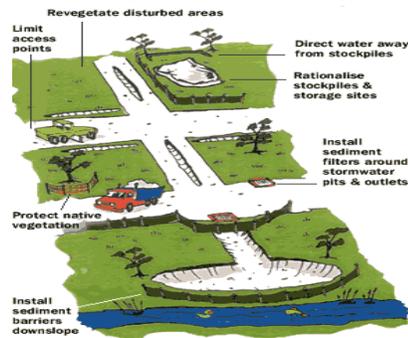
**468-4457/4455 - Front Desk**

# Land Subdivision

Applications for the Subdivision of Lands requires the following:

## Small - Maximum five (5) lots

- ◆ Three (3) Application forms - to be obtained at the Lands & Survey Department completed and duly signed with Postal Address (including Email) and Telephone number (including Mobile)
- ◆ One (1) Copy of Location Plan (topographic map with reference points) to be obtained at the Lands & Survey Department
- ◆ One (1) copy of Survey Plan and LRTP Map Extract of parent parcel with proposal clearly identified - to be obtained at the Lands & Survey Department
- ◆ One copy of Land Register extract - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) sets of plans showing -:
  - proposed subdivision to reflect footpath/road alignment status (proposed or existing) and width to a minimum scale of 1:1250
  - Indicate all existing structures, natural features including water courses and requisite buffers to the watercourse



## Subdivision Applications Fees

### Low Density

7000 sq. ft. (650.32 s.m.) & above - **\$30.00 per lot**

### Medium Density

3001 sq. ft. – 6999 sq. ft. (278.8 s.m. – 650.23 s.m.) - **\$25.00 per lot**

### High Density

Below 3000 sq. ft. (278.71 s.m.) - **\$20.00 per lot**

**Website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)**

*Fees are presently under review and are subject to change*

## Large - Minimum six (6) lots

Applications for the Subdivision of Lands require the following:

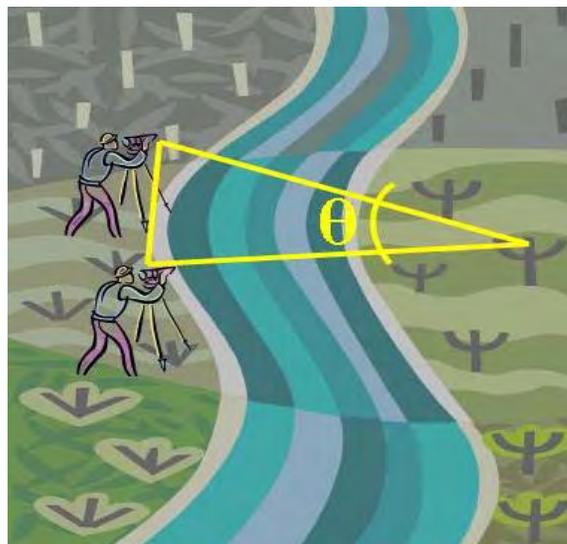
- ◆ Three (3) Application forms completed and duly signed – with Postal Address (including Email) and Telephone number (including Mobile)
- ◆ One (1) Copy of Location Plan - to be obtained at the Lands & Survey Department - (topographic map with reference points)
- ◆ One (1) copy of Survey Plan and LRTP Map Extract of parent parcel with proposal clearly identified - to be obtained at the Lands & Survey Department
- ◆ One copy of Land Register extract - to be obtained at the Land Registry Department (notarized letter of permission from land owner if applicable)
- ◆ Three (3) sets of plans showing -:
  - proposed subdivision and contour information to reflect footpath/road alignment status (proposed or existing) and width to a minimum scale of 1:1250
  - Indicate all existing structures, natural features including water courses and requisite buffers to the watercourse
  - 5% of development within centralize area as open space
- ◆ Drainage Plan signed by a locally registered Engineer showing -:
  - Location Plan
  - Direction of flow and outfall
  - Section through drains showing materials
  - If sloped land is greater than 25% Engineering Report on proposed land use and land profile (s) required.
- ◆ Cross section through roads/footpaths to a scale of 1/4" = 1-0" or greater, signed by a locally Registered Engineer showing:
  - Structural design
  - Camber
  - Materials of construction
- ◆ Public Health or WASCO approval



## Partitioning

An application for the partitioning of lands into more than 5 lots requires the following:

- ◆ Three (3) application forms completed and duly signed – with postal address (including Email) and Telephone number (including mobile)
- ◆ One (1) copy of the Location Plan – to be obtained from the Lands & Survey Department
- ◆ One (1) Copy of Survey Plan and LRTP map extract of parent parcel with proposal clearly shown.
- ◆ One (1) recent copy of the Land Register and proof of Partition
- ◆ Three (3) sets of plans showing:
  - Proposed subdivision and contour information to reflect footpath/road alignment status (proposed or existing) and width to a minimum scale of 1:1250
  - Indication of status of existing structures, natural features including water courses, cliffs, high tension lines etc
  - Indication of DCA minimum standards setbacks from features where necessary
- ◆ Certification by a locally registered engineer of the following drawings:
  - Drainage plan to show:
    - direction of flow and outfall
    - sections through roads and drains
    - site and road profiles
    - cross sections through roads
- ◆ Public Health or WASCO approval



An application for the partitioning of lands into a maximum of five (5) lots requires the following:

- ◆ Three (3) Application forms - to be obtained at the Lands & Survey Department completed and duly signed with Postal Address (including Email) and Telephone number (including Mobile)
- ◆ One (1) Copy of Location Plan (topographic map with reference points) to be obtained at the Lands & Survey Department
- ◆ One (1) copy of Survey Plan and LRTP Map Extract of parent parcel with proposal clearly identified - to be obtained at the Lands & Survey Department
- ◆ One copy of Land Register extract - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) sets of plans showing -:
  - proposed subdivision to reflect footpath/road alignment status (proposed or existing) and width to a minimum scale of 1:1250
  - Indicate all existing structures, natural features including water courses and requisite buffers to the watercourse
- ◆ Proof of partition



## Quarries and Mining

### **Full Approval**

An application for the development of a Quarry requires the following:

- Covering Letter
- One (1) Copy of Survey Plan - to be obtained at the Lands & Survey Department
- One (1) Copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained at the Lands & Survey Department
- One (1) Copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner if applicable)
- Three (3) copies of Site Plan indicating-:
  - a) The boundaries of the property as per the Survey Plan
  - b) The limits of the site which will be subjected to quarrying operations
  - c) The road network within the quarry



- d) The location of existing and proposed electricity and water lines
- e) The location of buildings on the site i.e. offices, explosives storage, maintenance workshops, security limits etc.
- f) Location of crusher/plant
- g) Area of stockpiling
- h) Area of public use

## Quarries and Mining

### Approval in Principle

- Covering Letter
- One (1) Copy of Survey Plan and LRTP map extract - to be obtained at the Lands & Survey Department
- One (1) copy of the Location Plan (topographic sheet) with site clearly highlighted
- Three (3) copies of the Outline Site Plan showing general areas for:
  - (a) Quarrying
  - (b) Stockpiling
  - (c) Buildings



## Land filling Operation/Clearing of Lands

### Full Approval

An application for undertaking Land Fill Operations requires the following:



- ◆ Covering Letter
- ◆ One (1) Copy of Survey Plan - to be obtained at the Lands & Survey Department
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained at the Lands & Survey Department
- ◆ One (1) Copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner if applicable)
- ◆ Three (3) copies of Site Plan indicating area to be backfilled
- ◆ Drainage Plans and retaining wall details (if applicable)
- ◆ Engineer's Report

## Fees

Quarry/mining	<b>\$500.00</b> (plus cost of consultancy services obtained)
Isolated blasting	<b>\$100.00</b>
Leveling /clearing of land	<b>\$100.00</b>
Land Fill Operation	<b>\$100.00</b>



## Transfers

An application for the transfer of a structure requires the following:



- ◆ One copy of Location Plan showing existing site - to be obtained at the Lands & Survey Department
- ◆ One copy of Location Plan showing proposed site - to be obtained at the Lands & Survey Department
- ◆ One (1) recent copy of Land Registers for the sites - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) site plans of proposed site
- ◆ Public Health Approval or WASCO Approval where applicable
- ◆ One (1) copy of survey
- ◆ Covering Letter

## Fees

- Removal of structure  
Less than 500 sq. ft. (46.45 sq. m.) **\$15.00**
- Removal of structure  
In excess of 500 sq. ft. (46.45 sq. m.) **\$25.00**

## Demolition of a Building

An application for demolishing a structure requires the following:

- ◆ Covering Letter indicating
  - (a) Reasons for demolition
  - (b) Method of demolition
  - (c) Post and pre-site preparations
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract – to be obtained at the Lands & Survey Department

### Fees

- Removal of structure  
Less than 500 sq. ft. (46.45 sq. m.) **\$15.00**
- Removal of structure  
In excess of 500 sq. ft. (46.45 sq. m.) **\$25.00**



## Repairs/Renovations

An application for Repairs and Renovation to a structure requires the following:

### Residential

- ◆ Letter of Intent
- ◆ Location Plan One - to be obtained at the Lands & Survey Department
- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Elevations (if required)
- ◆ Details (if required)

### Fees - Repairs/renovations

- ◆ Residential **\$25.00**
- ◆ Commercial **\$50.00**



### Commercial

- ◆ Letter of Intent
- ◆ Location Plan - to be obtained at the Lands & Survey Department
- ◆ Elevations (if required)
- ◆ Details (if required)
- ◆ Architectural impressions of proposal, signed by a locally Registered Engineer where applicable

**Website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)**

## Search

Request for the Search of an Application and/or Register requires the following:

1. Covering Letter addressed to the:  
  
*Executive Secretary  
Development Control Authority  
P.O. Box 709  
Castries*
2. Indicating information relevant to the application
  - Name of Applicant
  - Reference Number
  - Date of Submission
  - Location of Development
3. Indicating information relevant to you:
  - Name
  - Email
  - Address
  - Fax



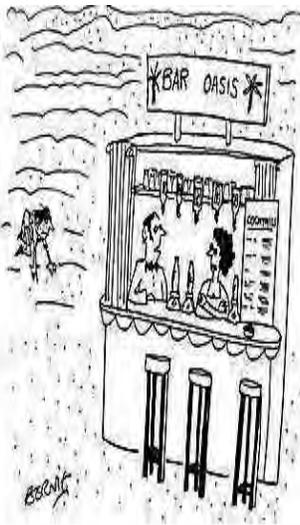
**website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)**

## Fees

**\$5.00**

## Liquor Licence

An application for the issuance of a Liquor Licence requires the following:



- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Liquor Licence Forms – to be obtained from the First District Court
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP Map Extract – to be obtained at the Lands & Survey Department.
- ◆ Three (3) copies of Floor Plan showing separate Male & Female toilets
- ◆ Three (3) copies of Site Plan showing functional parking
- ◆ Evidence of prior Development Control Authority Approval for the structure/retention of use
- ◆ Fire Approval
- ◆ Public Health Approval (if applicable)

## Fees

**\$100.00**

## Advertisement

An application to erect a sign requires submission of:



- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained at the Lands & Survey Department.
- ◆ Covering Letter stating types of material to be used in the construction of the sign, types of lightening, etc.
- ◆ Three (3) copies of the Site Plan to scale showing setbacks of the sign to the adjacent features such as the boundary, highway, road reserve, etc.
- ◆ Three (3) copies of a sketch of proposed sign showing dimensions and exact wording
- ◆ Construction and fixing details certified by a locally registered Engineer

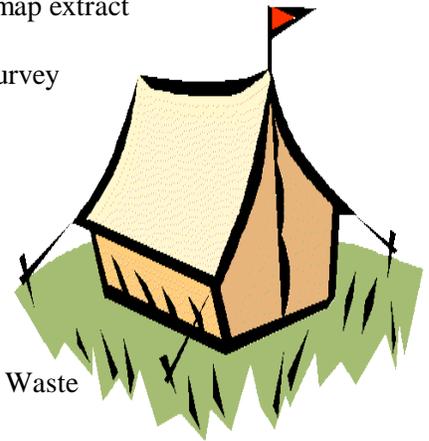
## Fees (per sign)

**\$30.00**

## Tents

An application to erect a tent requires the submission of the following: -

- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained at the Lands & Survey Department.
- ◆ One (1) copy of Survey Plan – to be obtained at the Lands & Survey Department.
- ◆ Three (3) copies of Site Plans showing:
  - Location of tent
  - Parking
  - Toilet facilities
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable).
- ◆ Solid Waste Management Plan approved by the St. Lucia Solid Waste Management Authority.
- ◆ Letter of permission from the Police Department.
- ◆ Letter from the Red Cross.
- ◆ Traffic Management Plan approved by Ministry of Communications, Works, Transport & Public Utilities.



## No fees

*Fees are presently under review and are subject to change*

## Antenna/Satellite Dish

An application for the Installation of Communication Equipment requires the submission of the following:-

- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained from the Survey Department
- ◆ Covering Letter
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) copies of Details of antenna including fixing details Certified by a locally registered engineer
- ◆ Notarized letter of consent (if applicable)
- ◆ Three (3) copies of Site Plan
- ◆ Recommendation from the Saint Lucia Air & Sea Ports Author
- ◆ Recommendations from Ministry of Communications, Works, Transport & Public Utilities



## Installation of Communications Equipment

**\$75.00**

Dishes, Antennas, Towers

Additional facilities per square foot

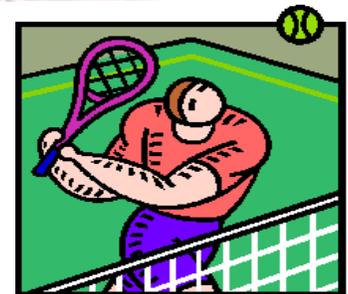
**\$0.30 (\$3.24 per sq.m.)**



## Parking Lot/Tennis Court

An application for the erection of a Parking Lot requires the following:-

- ◆ Covering Letter
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP Map Extract - to be obtained from the Survey Department
- ◆ One (1) Copy of Survey Plan - to be obtained from the Survey Department
- ◆ One (1) Recent Copy of Land Register to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)

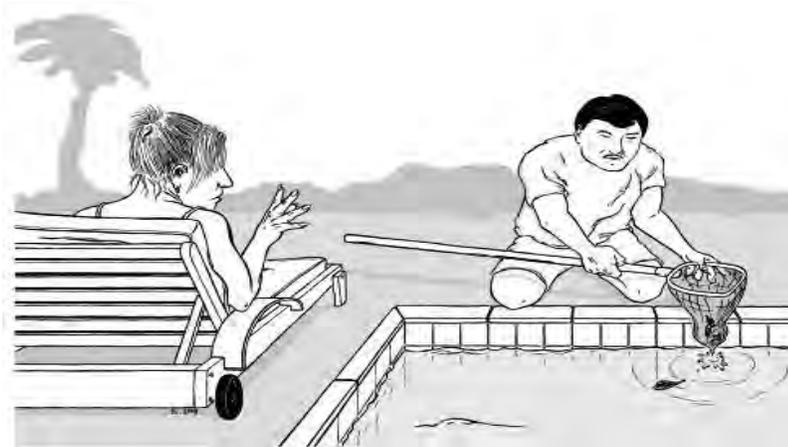


Fees (per square foot of space provided) **\$0.30 (\$3.24 per sq.m.)**

## Swimming Pool

An application for the development of a Swimming Pool requires the following:

- ◆ Covering Letter
- ◆ One (1) copy of Location Plan (topographic sheet) and LRTP map extract - to be obtained from the Lands and Survey Department
- ◆ One (1) copy of Survey Plan - to be obtained from the Lands and Survey Department
- ◆ Three (3) copies of Site Plan indicating minimum setbacks
- ◆ Public Health Approval
- ◆ Three (3) copies of structural drawings certified by a locally Registered engineer



### Fees

**\$100.00**

**Need Information on the status of your Application?**

**Call our Front Desk at 468-4457/4455**

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## Vehicle Bond

An application for the development of a Vehicle Bond requires the following:-

- ◆ Covering Letter
- ◆ One (1) copy of the Location Plan (topographic sheet) and LRTP map extract
- ◆ One (1) copy of Survey Plan - to be obtained from the Lands and Survey Department
- ◆ Three (3) Site Plans showing functional parking arrangements
- ◆ One (1) copy of the Land Register
- ◆ Notarized letter of consent (if applicable)
- ◆ Details of any structures (if applicable)



**Fees** (per square foot of space provided) **\$0.30 (\$3.24 per sq. m)**

## Fencing/Retaining Walls

Minimum setbacks of fences/retaining walls from the boundary is 6 inches (0.15 m)

An application for the erection of a Fence/Boundary Wall above 4 ft (1.22m) requires submission of the following:-

- ◆ Covering Letter
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract
- ◆ One (1) copy of Survey Plan
- ◆ Three (3) Site Plans showing area to be fenced
- ◆ Details of fence (cross section) indicating height of fence
- ◆ Engineering Certification (if application)
- ◆ One (1) recent copy of Land Register



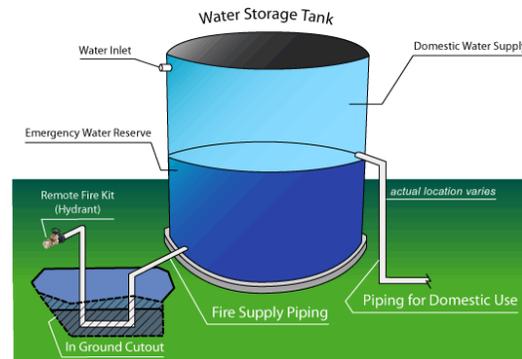
**Fees** (per square foot of space provided)\*  
\*length of wall x thickness

**\$0.10 (\$1.12 per sq. m)**

## Water Tank

An application for the erection of a Water Tank requires submission of the following:

- ◆ Covering Letter
- ◆ One (1) copy of Survey Plan - to be obtained from the Lands and Survey Department
- ◆ One (1) copy of Location Plan (topographic sheet) and LRTP map extract to be obtained from the Survey Department
- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) Site Plans
- ◆ Structural details certified by a locally registered engineer



## Fees

**\$120.00**

## Jetty

An application for the erection of a Jetty, Pier or Boardwalk requires submission of the following:



- ◆ Covering Letter
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract to be obtained from the Survey Department
- ◆ One (1) copy of Survey Plan - to be obtained from the Survey Department
- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) Site Plans
- ◆ Recommendation from Fisheries Department and SLASPA
- ◆ Engineering Certification

## Fees

**\$100.00**

**Website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)**

## **Bonded Warehouse**

An application for a Bonded Warehouse requires the submission of the following:



- ◆ Covering Letter
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract– to be obtained at the Lands & Survey Department
- ◆ One (1) Copy of Survey Plan – to be obtained at the Lands & Survey Department
- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) copies of the Site Plan
- ◆ Three (3) copies of the Floor Plan

## **Fees**

(per square foot of floor space)

**\$0.30 (\$3.24 per sq. m.)**

## **Approval in Principle**

### **Land Use**

- ◆ Letter of intent
- ◆ One (1) Copy of Survey Plan – to be obtained at the Lands & Survey Department
- ◆ One (1) Copy of LRTP Map extract – to be obtained at the Lands & Survey Department
- ◆ One (1) Copy of location plan (topographic sheet) with site clearly shown – to be obtained at the Lands & Survey Department
- ◆ Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Three (3) copies of the Site Plan (layout)

### **Land Use**

Up to 1 acre (0.4 hectares)

**\$50.00**

Above 1 acre (0.4 hectares)

**\$120.00**



## **CHANGE OF USE (LAND)**

An application for the Change of Land Use requires the following:

- ◆ Covering Letter
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract (to be obtained from Land and Survey Department) Legal interest in the Land (notarized letter of permission from land owner if applicable)
- ◆ One (1) Copy of Land Register – to be obtained at the Land Registry Department
- ◆ One (1) Copy of Survey Plan – to be obtained at the Survey & Mapping Department

### **Fee structure**

Below 1 acre (0.4 hectares)	<b>\$50.00</b>
Above 1 acre (0.4 hectares)	<b>\$120.00</b>

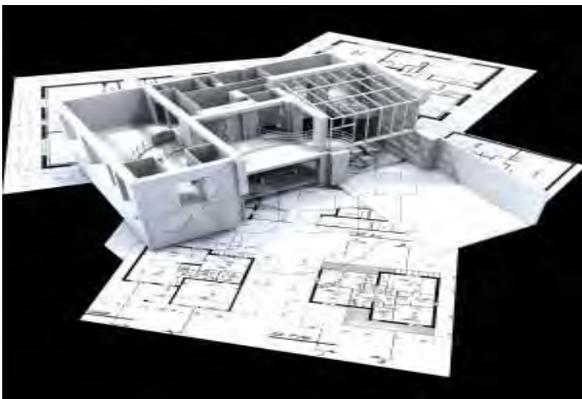
### **Building Use/Layout Concept**

An application for the assignment of building use and/or floor layout requires the following:

- ◆ Letter of intent
- ◆ (1) Recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ One (1) Copy of Location Plan (topographic sheet) and LRTP map extract– to be obtained at the Survey and Mapping Department
- ◆ One (1) Copy of Survey Plan – to be obtained at the Survey and Mapping Department
- ◆ Three (3) copies of the Site Plan (layout)
- ◆ Three sets of architectural drawings to scale showing floor layout and circulation

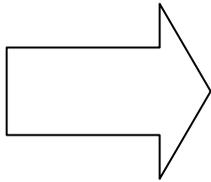
### **Fees**

Building Use (per square foot)	<b>\$0.10 (\$1.12 per sq.m.)</b>
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*Fees are presently under review  
and are subject to change*

## **CHANGE OF USE (BUILDING)**



Building was approved for residential purposes and consists of more than one floor;

If any other ground is to be used for Commercial or Industrial activity

Will be submitted in addition to the above

- ◆ Three sets of Site Plan showing parking
- ◆ Three sets of Floor Plans for building
- ◆ Recommendations from Fire Department (if applicable)
- ◆ Recommendations from Public Health Department (if applicable)
- ◆ Structural drawings of Building certified by a locally registered Engineer



## **Fee structure**

Structure up to 500 sq. ft. (46.45 sq.m.)

**\$30.00**

Structure in excess of 500 sq. ft. (46.45 sq.m.)

**\$50.00**

website: [www.physicalplanning.gov.lc](http://www.physicalplanning.gov.lc)

## **Amusement Park**

An application for the erection of an Amusement Park requires submission of the following:

- ◆ One Copy of Location Plan (topographic sheet) and LRTP map extract – to be obtained at the Survey and Mapping Department
- ◆ One (1) copy of Survey Plan – to be obtained at the Survey and Mapping Department.
- ◆ Three (3) copies of the Site Plan showing:
  - Location of tents, containers, huts, etc
  - Parking
  - Toilet facilities
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Department (notarized letter of permission from land owner(s) if applicable)
- ◆ Notarized Letter of consent (if applicable)
- ◆ Traffic Management Plan approved by the Ministry of Communications, Works, Transport & Public Utilities
- ◆ Solid Waste Management Plan approved by the St. Lucia Solid Waste Management Authority
- ◆ Letter from the Red Cross
- ◆ Letter of permission from the Police Department



## **Fees**

**\$100.00**

