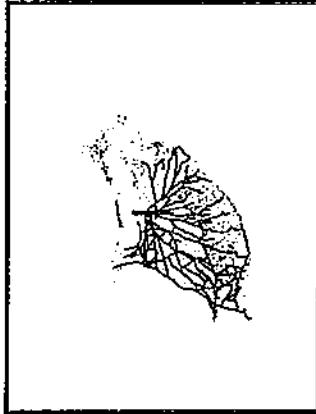
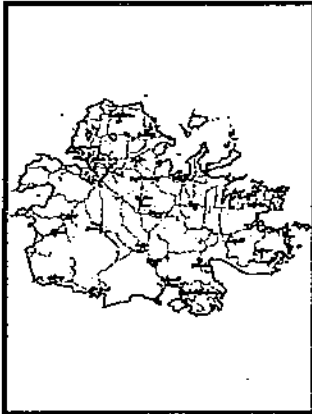




DEVELOPMENT CONTROL PROCEDURES MANUAL



**GOVERNMENT OF ANTIGUA AND
BARBUDA
MINISTRY OF PUBLIC WORKS**

DEVELOPMENT CONTROL AUTHORITY

MARCH, 2001

TABLE OF CONTENTS

1.	MAKING AN APPLICATION FOR DEVELOPMENT APPROVAL	1
2.	RECEIPT OF APPLICATIONS AT THE DEVELOPMENT CONTROL AUTHORITY	2
3.	FILING AND RECORDING OF DEVELOPMENT APPLICATIONS	3
4.	SITE INVESTIGATIONS AND REPORTS	4
5.	CONSULTATIONS	6
6.	INTERNAL REVIEW AND DECISIONMAKING	7
7.	MONITORING AND ENFORCEMENT	10
8.	APPEALS	13
9.	BARBUDA	13
TABLE 1:	LIST OF AGENCIES TO BE CONSULTED	7
APPENDIX 1:	LAND-USE GUIDELINES FOR USE IN ASSESSING APPLICATIONS FOR DEVELOPMENT PERMISSION	15
APPENDIX 2:	ENVIRONMENTAL IMPACT ASSESSMENT GUIDELINES	20

A HANDBOOK OF DEVELOPMENT CONTROL PROCEDURES

PROCEDURES FOR PROCESSING APPLICATIONS FOR DEVELOPMENT PERMISSION

1. Making an application for development approval

- ◆ Application forms must be obtained from the office of the Development Control Authority at the Cecil Charles Building, Cross Street, St. Johns.
- ◆ All application forms provided to members of the public must be accompanied by a list setting out clearly the documents which must be submitted together with any application for development approval as required by the Land Development and Control Regulations.
- ◆ Applications for development approval must be made in writing and in Triplicate on the prescribed forms and must be accompanied by 3 copies of the following documents:
 - A Location Plan drawn at a scale of 1:2500 for towns and 1:5000 for villages or rural areas. The Plan must show the name and locations of existing roads; fixed and identifiable points such as the coastline, streams, road junctions, bridges and nearby houses.
 - A Site Plan drawn to a scale of 1:200 or 1:500.
 - Subdivision plans (where appropriate)
 - Building detail plans
 - Soil percolation test
 - Proof of land ownership
 - Environmental Impact Assessment Report (when requested)
 - Engineer's Report (when requested)
- ◆ When advised to do so by the Inspector in accordance with the requirements of R 7 (c) of the Land Development and Control Regulations 1996, the Applications Clerk must notify applicants that they are required to publish in the

newspapers a notice of their intent to engage in development which may be a potential nuisance or inconvenience. A copy of the prescribed format for the notice (Form 10 of the Regulations) must be given to the applicant.

- ◆ The following fees are payable at the Government Treasury in order to make an application for development approval:
 - EC \$5 for cost of application forms
 - EC \$30 for submission of plans
- ◆ A stamped receipt from the Treasury must accompany all completed application forms submitted to the Development Control Authority.

2. Receipt of Applications at the Development Control Authority

- ◆ Only satisfactorily completed applications will be accepted by the Applications Clerk.
- ◆ The Applications Clerk must check to ensure that the application is accompanied by the necessary documents identified in the Regulations, that the form is correctly and completely filled out and that the plans submitted can be easily read.
- ◆ All completed applications must be given a serial number and entered in an Applications Register to be kept by the Applications Clerk.
- ◆ The name of the applicant and the application number should also be entered in an Index Book to be kept by the Applications Clerk.
- ◆ The application forms and every page of the plans and accompanying documents submitted must be stamped "Received" by the Clerk and the date of receipt of the application and the assigned application number must be noted (within the stamp) on the application and in the Register.
- ◆ An Acknowledgement Receipt should be given to all applicants to acknowledge receipt of a properly completed application for development approval. The acknowledgement may be a separate receipt or the

Treasury Receipt kept by the applicant may be used for this purpose. The serial/application number and date of receipt of the application should be included on the Notice and/or the Treasury Receipt.

- ◆ The applicant should be provided (by the Development Control Authority) with a small wooden stake to be used to identify the site which is the subject of the application. The stakes will be collected by the Inspector during his/her site visit and returned to the office.
- ◆ Completed applications which are received, stamped and acknowledged, should be sorted by Inspection Zone. The Applications Clerk should send one copy of each application to the Chief Health Inspector at the Central Board of Health. The remaining two copies of the application should be passed on to the Building Inspector.

3. Filing and recording of development applications

- ◆ All completed applications must be entered in the cadastral-based land information database by the GIS technicians.
- ◆ All completed applications must be entered in the development control database by the Database Officer.
- ◆ The Applications Clerk must prepare a list of all applications received, the date of receipt and the proposed development for submission to the Development Control Authority Board by the Town and Country Planner at the monthly meetings of the Board.
- ◆ All applications should be stored in a file jacket which is clearly labeled with the application number and the Inspection Zone. All information pertaining to this application and received from this date, should be kept securely in this file.
- ◆ Provision should be made on the outside front or inside front cover of the file to record the date of receipt by the Inspector; dates of site inspection and any subsequent site visits; date application is determined and the decision; date and name of any agencies/individuals consulted;
- ◆ The written Report of the Building Inspector following a site visit and investigations must be securely attached to the application file to be noted by the Chief Town and

Country Planner and/or the members of the Application Review Committee and for future reference.

- ◆ The Inspector should check the plans carefully to ensure that all of the information required to determine the application is provided. If information is missing, the applicant should be notified immediately and in writing and requested to supply the necessary information by a specified date. A copy of this letter with the date on which it was sent must be kept in the application file.
- ◆ If the applicant fails to respond to a request for necessary information by the specified date, the application should be returned with a letter explaining that the DCA is unable to make a determination in the absence of the requested information.

4. Site Investigations and Reports

- ◆ The Inspector should examine the application and building plans in respect of land-use, size, scale/mass, height, provision of ventilation, sanitary facilities and other infrastructure and structural integrity.
- ◆ Notwithstanding, there should be a clear distinction drawn between the planning/land use analysis of development proposals and the analysis of proposed buildings.
- ◆ The Inspector should ensure that the proposed land use and structure conform to existing standards as articulated in the Land Development and Control Regulations No. 20 of 1996, the Antigua and Barbuda Building Code, the Antigua and Barbuda Building Guidelines and any existing land use policy or development standards.
- ◆ The Inspector is required to visit each and every application site in his/her Zone and prepare a written report of his findings. The report may include any sketches necessary to describe the existing site conditions that are relevant to the application under consideration. The date of the site visit must be recorded and the names of any persons who accompanied the Inspector on the visit. The report must be attached to the application file.
- ◆ The report should indicate any further action or information which the Inspector deems necessary before the application can be determined.

- ◆ During the site visit, the Inspector should check to ensure that:
 - the proposed structure and sewage disposal facilities can be adequately accommodated on the site;
 - setbacks are observed;
 - access, drainage and other infrastructure provisions are adequate;
 - the proposed land use is compatible with surrounding development and;
 - the proposed development will not have a negative impact on existing environmental conditions.
- ◆ Where applicants are required to amend the plans submitted, they should be asked to attend the office of the Development Control Authority for the purpose of making minor amendments to the plans in accordance with Section 11 (2) of the Land Development and Control Act, 1977. Where major alterations to plans submitted are required, the application should be returned and the applicant asked to resubmit the application.
- ◆ Requests for amendments to plans must be written, dated and recorded in the application file together with the date on which the applicant responds to such requests and the action taken by the applicant.
- ◆ The following types of applications should be accompanied by an Environmental Impact Assessment:
 - Airports, ports, harbours and marinas
 - Power generating plants
 - Petroleum and natural gas facilities and installations
 - Waste disposal sites, including incinerators, sanitary land fills, sludge disposal sites and toxic waste disposal sites.
 - Wastewater treatment facilities
 - Desalination and water purification plants
 - Industrial estates
 - Industrial plants for the manufacture, storage and use of cement, paints, chemical products or other hazardous materials
 - Drilling, quarrying and mining operations
 - Land reclamation and dredging operations
 - Hotel or resort complexes

- Golf courses
- ◆ Requests for EIAs should be made in writing by the Chief Town and Country Planner.
- ◆ On receipt of the completed EIA, the Town and Country Planner should convene a team of qualified experts to assess the EIA and advise what measures, if any, can be taken by the proposed developer to reduce the anticipated negative impacts. If the impacts are too severe or cannot reasonably be mitigated against, the team may advise the Town and Country Planner not to grant development approval.

5. Consultations

- Application files must contain a record of all agencies consulted on a development proposal, the date on which the application was forwarded or a request made for comments, the comments/advice received and the date received.
- Requests for comments must be made in writing by a senior building inspector or the Town and Country Planner, acting on their own initiative or on the basis of the results of site investigations by the building inspector. All requests to Agencies consulted must include a deadline for receipt of their responses.
- It is the responsibility of the Applications Clerk to ensure that files are sent to agencies for consultation and are returned promptly to the DCA and that all comments received are filed in the relevant application file.
- All applications must be sent to the Chief Health Inspector at the Central Board of Health for approval of proposed sewage disposal facilities, site drainage works and soil percolation tests.
- The following government departments and/or agencies should be consulted on matters that fall within their jurisdiction:

Table 1: List of Agencies to be Consulted

AGENCY	CONSULTATION ISSUES
Public Works Department	Roads/access; drainage; dredging of waterways; removal of sand from the sea or other areas; construction of ports/jetties/marinas; engineering operations
Environment Division	Development in coastal areas; watersheds, water sources and other sensitive environments eg offshore cays etc; mining
Fisheries Division	Coastal area development; developments around ponds and wetlands;
Surveys	Boundary and cadastral issues
Land Registry	Land ownership
Directorate of Civil Aviation	Development in the vicinity of an airport; structures which may affect aircraft operations
Airport Manager	Development in the vicinity of an airport; structures which may affect aircraft operations
Central Board of Health	Public health matters; disposal of waste matter; development close to wells and other water sources; abstraction of ground water
Fire Department	Fire safety provisions for buildings for public use
Agriculture	Development on or close to productive agricultural land; conversion of land from agriculture to built development
Port Authority	Harbours, ports and jetties; dredging and engineering operations off-shore
Forestry Division	Development involving denudation of land; development in designated watersheds and forest reserves
Antigua Public Utilities Authority – Water Division	Development in designated watersheds and in close proximity to ground water sources
Antigua Public Utilities Authority – Electricity Division	Electrical wiring and installations in all buildings
Antigua and Barbuda National Transport Board	Applications for erection/display of advertising and/or directional signs
Antigua and Barbuda Police Force	Applications for erection/display of advertising and/or directional signs

6. Internal Review and Decision Making

- ◆ Senior Building Inspector (s) should meet at least once per week with the Inspectors whom they supervise to monitor their progress in evaluating applications received.
- ◆ Regular weekly meetings should also be held between the Town and Country Planner and the senior Building Inspectors for the purpose of tracking the progress of applications; evaluating complex applications; determining appropriate action to be taken on enforcement and

- complaint matters; and finalising recommendations to be taken before the Board.
- ◆ Following site investigations and receipt of comments, the Inspector should make a recommendation, in writing, to the Senior Building Inspector whether to grant development approval or not.
 - ◆ The Review Committee should meet at least once per week to keep track of the progress of applications through the system; to evaluate proposals and make recommendations on applications which have already been investigated by the Inspectors and which have already been through the consultation process.
 - ◆ The Committee may recommend to the Board, via the Town and Country Planner, that development applications may be determined in one of the following ways:
 - Approved
 - Approved with conditions
 - Refused with reasons for refusal clearly stated
 - ◆ Applications for “approval in principle” in accordance with Section 10 of the Land Development and Control Act, 1977 require the Authority to determine if a proposed activity constitutes development as defined in the Act and if development permission is required. Approval in principle does not confer the right to engage in development until a development permit is issued. Applications for approval in principle must be followed or accompanied by an application for development permission which includes detailed construction drawings and plans and other necessary information.
 - ◆ The Senior Building Inspector (s) must submit a list of the applications evaluated and recommended decisions to the Applications Clerk. Applications not yet determined and which are still under investigation should be categorised as ‘Pending’ for the purpose of compiling the list.
 - ◆ The Town and Country Planner is required to review the recommendations of the Senior Building Inspector (s) and agree on the final recommendation to be forwarded to the Board. The recommendations should be contained in a report prepared by the Town and Country Planner. It should include observations and advice on all technical matters pertaining to the applications arising from the

investigations of the Inspectors and comments received during the consultation process.

- ◆ The Town and Country Planner is required to submit this list and his report to the Board at its regular monthly meeting for decisions to be made. These documents should be circulated to reach members of the Board no less than three (3) working days before the monthly meeting.
- ◆ The confirmed decisions are recorded in the Minutes of the Board Meeting and passed to the Town and Country Planner.
- ◆ The Minutes of the monthly meeting of the Development Control Authority Board are the official record of the meeting and must be accurate and comprehensive. The Minutes should therefore include:
 - The application number
 - The applicant's name
 - Location of the site
 - Nature of development proposed
 - The decision of the Board
 - The reasons for refusal (where applicable)
 - Conditions of approval (where applicable)
- ◆ The Minutes of the Board Meetings should be confirmed by the Board before decisions are issued to the applicant.
- ◆ The appropriate decisions are stamped on the Plans at the office of the Development Control Authority.
- ◆ The decision must be entered into the Applications Register and on the computer database.
- ◆ For those applications which have been approved or approved with conditions, building approval fees should be calculated by a senior Building Inspector and the applicant notified in writing by the Applications Clerk.
- ◆ On payment of the fees at the Treasury, the applicant must submit the receipt to the Development Control Authority. The receipt must be dated and stamped and filed in the application file.
- ◆ All three copies of the development application and attached plans must be stamped to indicate the decision, the date and the initials of the Town and Country Planner.

- ◆ A written and dated decision notice (as prescribed in the Land Development and Control Regulations – Form 11) should be prepared by the Applications Clerk and sent to the applicant by mail, using the name and address supplied on the application form. Alternatively, applicants may be notified and asked to collect the notice at the office of the Development Control Authority.
- ◆ A Development Permit (as prescribed in the Land Development and Control Regulations – Form 14) should also be prepared by the Applications Clerk and sent to applicants by mail, or collected by them at the office of the Development Control Authority.
- ◆ Neither the members of staff of the Development Control Authority or the members of the Board should communicate a decision to any person other than the applicant or his agent. The decision should not be divulged before the written decision notice is sent out.
- ◆ Applicants who have been refused development permission should be notified in writing of their right of appeal as provided for in Section 13 of the Land Development and Control Act and Section 12 of the Regulations.
- ◆ Two copies of the stamped plans are returned to the applicant. Where the decision notice is sent by mail, applicants should collect the plans from the office of the Development Control Authority. Alternatively, plans may be collected from the Authority together with the decision notice.
- ◆ The third copy of the stamped plans must be kept on the application file at the Development Control Authority.

7. Monitoring and Enforcement

- ◆ A Commencement Certificate issued by the Authority in accordance with Section 40 (2) and Form 15 of the Land Development and Control Regulations of 1996, should be attached to notices of development. One copy of the Commencement Certificate should be kept on the application file to be completed by the Building Inspector when he is notified of the start of each stage of the construction process.

- ◆ Applicants are required to give the Development Control Authority 48 hours notice prior to the commencement of each stage of the construction process as indicated on the Commencement Certificate.
- ◆ The Building Inspector should visit the site to witness the start of each stage of the construction process and to ensure that construction/development proceeds in accordance with the approved plans.
- ◆ When the Building Inspector is satisfied that construction is completed in accordance with the approved plans and conditions, the applicant must be issued with a Completion Certificate. The Completion Certificate must be prepared by the Applications Clerk in the format prescribed in Form 16 of the Land Development and Control Regulations.
- ◆ A copy of the Completion Certificate must be attached to the application file and the date of issue recorded in the Applications Register and/or the computerized database.
- ◆ All Building Inspectors are required to routinely and regularly inspect the zones for which they are responsible in order to monitor approved on-going developments and to identify unauthorised development.
- ◆ Enforcement Notices should be issued to any person found to be carrying out development as defined in the legislation without first having obtained a written notice of development approval from the Development Control Authority, in accordance with the Land Development and Control Act, 1977 (Section 8).
- ◆ The Enforcement Notice should clearly indicate the matters constituting a breach of the legislation, the steps required to remedy the breach and the period for compliance (S 8 [6, 7, 8]).
- ◆ All enforcement matters should be filed in a separate file created for that purpose. The file should be given a number and all correspondence exchanged between the Development Control Authority and the developer should be dated and recorded in the file. Enforcement matters pertaining to the same development project on one site may be recorded in the same file. A new file should be opened for enforcement action pertaining to a different development/developer on the same site.

- ◆ An Enforcement Notice should also be served if during construction the Building Inspector observes deviations from the approved plans that include:
 - changes in the size (floor area and mass), siting or external appearance of the structure;
 - amendments to access, sewage disposal facilities or other infrastructure serving the site; and/or
 - engineering works.

In any of these circumstances, the developer should be required to cease construction with immediate effect and submit new plans to the Development Control Authority for approval.

- ◆ A copy of the Enforcement Notice must be kept on the application file.
- ◆ It is the responsibility of the Building Inspector to determine if the provisions of an Enforcement Notice have been complied with. Where the person served fails to comply with an Enforcement Notice, the Inspector must report, in writing to the Town and Country Planner for further action as prescribed in the Land Development and Control Act.
- ◆ Building Inspectors must compile a list of all enforcement matters in their zones and the date and type of action taken and submit the list to the Town and Country Planner.
- ◆ Complaints received by the Development Control Authority should be recorded in a separate file created for that purpose. Complaints should be filed by Inspection Zones.
- ◆ All complaints must be investigated by the Building Inspector for the Zone and a written report filed for the attention of the Review Committee.
- ◆ The Building Inspector should compile a list of all complaint matters received and dealt with in his zone. The list must be submitted to the Board through the Town and Country Planner.

8. Appeals

- ◆ The Applications Clerk is required to notify the applicant, on the decision notice, that he has the right to appeal against the Authority's refusal to grant development permission or against the grant of permission with conditions attached.
- ◆ In accordance with Section 13 of the Land Development and Control Act of 1977, appeals must be made in writing to the Minister within three (3) months after receipt of the decision notice and must set out the grounds upon which the appeal is made.
- ◆ Four copies of the appeal shall be prepared. The applicant shall send three copies to the Minister and the fourth to the office of the Development Control Authority.
- ◆ Appeals to the Minister are referred to the Appeals Tribunal to be heard and determined. Decisions of the Tribunal will be conveyed to the Minister in writing and the applicant informed accordingly.

9. Barbuda

- ◆ Applications for planning permission to develop land may be made to the Barbuda Council or to the DCA (to facilitate those persons who are unable to travel to Antigua for this purpose).
- ◆ Four copies of the application form and four copies of the plans should be submitted to the Barbuda Council, to allow for one copy of each to be deposited at the DCA for their records.
- ◆ The power of the DCA Board should be delegated to the Council, in respect of determining *minor* planning applications (ie for single family residential development only and for development within the curtilage of a dwelling house). The Development Control Authority will be required to consult with the Council on all other applications for permission to develop land in Barbuda received by the Authority.
- ◆ Copies of decision notices in respect of these applications must be forwarded to the Development Control Authority to be recorded in the national records system.

- ◆ The Barbuda Council will be required to keep a book and a map register to record details of all applications received and determined by them for input into the national records system.

Development Control Authority
St. John's
Antigua

APPENDIX 1

LAND-USE GUIDELINES FOR USE IN ASSESSING APPLICATIONS FOR DEVELOPMENT PERMISSION

The following guidelines are prepared to guide Development Control and/or Building Inspectors in evaluating the land-use aspects of an application for development permission under the Land Development and Control Act of 1977.

On receipt of a duly completed application form, the Inspector must:

- Review the following documents:-
 - all accompanying site and location plans;
 - detailed topographical and/or cadastral maps where necessary;
 - details of the nature and scale of development proposed;
 - any other information supplied by the developer;
 - any information, land-use policies and/or Plans, development standards etc available at the Development Control Authority.
- Conduct a site visit to identify surrounding land uses, physical characteristics of the development site, characteristics of surrounding environment etc.

The Inspector must consider the following land-use issues in evaluating the application for development permission:

1. **Type of existing land uses**
What is the application site and immediately adjacent/surrounding land currently used for.
2. **Zoning/Land Use Policy**
If there is an existing Land-Use/Development Plan or policy, the Inspector should ensure that the proposed development conforms to the land-use recommended for the area in the Plan/Policy. In the absence of a Plan, other criteria should be used to assess the appropriateness of the proposed use in the particular location.
3. **Compatibility with surrounding land-uses/activities.**

- Will the activity generate noise, air or other pollution for existing residents/occupants;
- Will the proposed activity generate noxious or harmful odours, toxic chemicals or other harmful substances that may endanger the public health and safety of residents/occupants or the environment?
- Will it conflict with existing uses in the area?
- Will it increase traffic volumes or congestion on nearby streets and what proposals are put forward by the applicant to address this;
- Will it increase the demand for public services and/or physical or social infrastructure to support the proposed development/activity.
- Will the proposed activity impact or be impacted by its proximity to an airport or any major industrial installation.

4. Physical characteristics of the Site

Using maps supplied by the applicant together with topographical and cadastral maps available at the office of the Development Control Authority, the Inspectors should evaluate the physical characteristics of the application site and surrounding land. This evaluation should include:

- topography;
- on-site physical features;
- geology and soil type;
- vegetation and forests;
- natural drainage patterns etc;
- existence of sub-surface minerals or other resources below the proposed site and adjacent/surrounding land.

5. Clearing and Demolition

Does the proposed development involve clearing of land (involving removal of natural vegetation and/or topsoil) and/or demolition of existing buildings? Attention should be paid to mature trees that may exist on the site and the

potential for erosion due to soil type and topography during the process of clearing land. Attention should also be paid to the historical or architectural importance of buildings scheduled for demolition (see below).

6. Historical Sites and Buildings

If there are existing buildings on the site, it should be determined whether these are of architectural or historical importance. It should also be determined whether the site itself is of any known historical/archaeological significance. The Antigua and Barbuda Historical and Archaeological Society and the Museum of Antigua and Barbuda should be consulted. A list of priority heritage sites and buildings and the accompanying map are to be compiled by the Development Control Authority.

7. Hazard Vulnerability

Is the site located in an area that is vulnerable to flooding (due to storm surge, overflow of rivers, location in low lying areas etc); erosion; shifting soils or other hazard events.

8. Legal Restrictions

The Inspector should investigate the existence of restrictive covenants or public/private rights of way on the proposed site or adjacent land. Where necessary, the applicant should be asked to supply any information needed to confirm the existence of covenants and the restrictions they impose.

9. Environmental Considerations

Is the proposed development site close to wetlands (swamps/mangrove); water courses/rivers; ponds; wells; reservoirs; aquifers; forests; watersheds/water catchments; beaches/sea; and other sensitive environments? The Inspector should also consider whether or not any of the activities proposed for the site will discharge effluent that may ultimately be transported into surrounding sensitive environments. Reference should be made to the Environmental Guidelines to determine whether or not a more detailed environmental assessment needs to be conducted by the developer and advice sought from the Environment Division.

10. Existing Physical Infrastructure

Can the existing infrastructure adequately cope with the additional demand generated by the proposed development or will there be the need to increase capacity of the existing infrastructure eg a network of vehicular access roads; electricity distribution systems; supply of potable water directly to the site or via on-site cisterns or nearby standpipes?

11. Existing social infrastructure

Are there adequate social facilities available to service the proposed development, eg. schools, job opportunities, public transport, health facilities, convenience shops, open space etc.

12. Size of site

Inspectors must consider whether or not the site meets existing standards for minimum parcel size in the proposed location and whether it can adequately accommodate the proposed building(s) and ancillary facilities. The site should also be large enough to accommodate required building setbacks.

13. Proposed Buildings

Inspectors should assess:

- how many buildings are proposed to be constructed on the site;
- how and where are they to be laid out on the site (siting and orientation);
- the size (floor area) and height of proposed buildings; and
- the purposes for which any proposed buildings are to be used.

14. Building and site coverage

Does the amount of land covered by buildings and/or paved surfaces conform to standards set out in the Antigua and Barbuda Building Code and Building Guidelines.

15. Density

In order to ensure that the amount or scale of development proposed can be accommodated on the site without

compromising the character of the area, it is necessary for Inspectors to consider the density of the proposed development. This is expressed in terms of the number of dwelling units or bedrooms per unit of land area for residential developments. In the case of hotel development, density is measured in terms of guest bedrooms per unit of land area.

16. Vehicular access to and egress from the site.

Care should be taken to ensure that adequate provision is made to gain access to and egress from a development site. Within residential subdivisions, access should be provided to and from the site via internal access roads. Major arterial roads that carry through traffic between districts and settlements/villages should not be used to provide direct access to plots within a subdivision. The number of direct access points onto/from major arterials should be kept to a minimum where possible to avoid the possibility of accidents and disruption to traffic flows.

17. Waste Disposal

Inspectors should ensure that adequate provision is made for disposal of liquid waste generated at the site. The Central Board of Health must be consulted with respect to the adequacy of proposed sewage disposal systems. The relevant development standards (See Antigua and Barbuda Building Code and Guidelines) should be applied to ensure that the location and design of sewage disposal systems conform to their requirements.

18. Car parking

Inspectors should ensure that adequate on-site car parking facilities are provided, especially for commercial (office and retail) buildings.

APPENDIX 2

ENVIRONMENTAL IMPACT ASSESSMENT GUIDELINES

Environmental Impact Assessment is the process of identifying the likely future consequences of a current or proposed action.

These guidelines are to be used by the Inspectors to determine:

1. whether or not a full Environmental Impact Assessment is needed for a development proposal submitted to the DCA.
2. whether or not development proposals should be screened to identify possible impacts on the environment with a view to determining if an EIA or additional information should be supplied by the developer before his application for development permission can be assessed.

Environmental Impact Assessments shall be required for the following development proposals:

1. An airport, port or harbour, including a yacht marina;
2. A power plant
3. A crude oil storage or refinery facility or a petroleum and natural gas storage and pipeline installation;
4. An incinerator, sanitary landfill operation, solid waste disposal site, sludge disposal site, toxic waste disposal site or other similar site;
5. A wastewater treatment, desalination or water purification plant;
6. An industrial estate development project;
7. An installation for the manufacture, storage or industrial use of cement, paints, chemical products or hazardous materials;
8. A drilling, quarrying, sand mining or other mining operation;
9. An operation involving land reclamation, dredging and filling of ponds; and
10. A hotel or resort complex.

(Ref: Draft Antigua and Barbuda Physical Planning Act and Environmental Impact Assessment Regulations, 1998 - Third Schedule)

The following development proposals shall be screened to determine their potential environmental impacts:

1. Development in coastal areas;

2. Development adjacent to ponds, mangrove and other wetland areas;
3. Development adjacent to ground water reserves, springs, wells, water courses and water catchment areas;
4. Development involving large-scale clearing of natural vegetation;
5. Development which is likely to affect the quality of the daily life environment for residents of Antigua and Barbuda by resulting in air, water or noise pollution, offensive odours; contamination of the soil; infringement of a persons right to sunlight;
6. Development which may negatively affect the natural environment, particularly with respect to meteorology, geology, hydrology, flora, fauna and natural landscapes;
7. Development which may impact on surrounding buildings, sites, features and/or landscapes of cultural or historical importance.