



GOVERNMENT OF SAINT LUCIA

Ministry of Agriculture, Fisheries, Physical Planning, Natural
Resources and Co-operatives
Department of Physical Planning

GUIDE TO OBTAINING PERMISSION TO DEVELOP LAND



**Opening Hours to the Public
8.30 am - 3.00 pm**



PHYSICAL PLANNING SECTION

Development Control Authority (DCA)

Tel: 468-4457/ 468-4455

Email: physicalplanningstlucia@gosl.gov.lc

The Development Control Authority is governed by the Physical Planning and Development Act Cap. 5.12 and The Land Development (Interim Control) Act of 1971 and its subsequent amendments

Revised January 2019

INTRODUCTION

This Guide to Obtaining Permission to Develop Land was first conceptualized as a Checklist which outlined the fee structure for applications for development to the Development Control Authority (DCA). It was originally intended for use by office staff but was later targeted to the general public. It evolved into its current form presenting additional information to include pertinent sections of the Physical Planning and Development Act, other legislation, guidelines, standards for development and submission requirements for applications.

As with all other active documents this guide is constantly under review and is currently in its eighth revision.



Physical Planning Section/Development Control Authority

1st Floor,

Graham Louisy Administrative Building,

Waterfront,

P.O. Box 709,

Castries

Saint Lucia

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RELATED ACTS AND POLICIES

The Physical Planning and Development Act, Chapter 5.12 states:

**1 Section 19
Application for Permission to Develop Land**

An application to the Head of the Physical Planning and Development Division for permission to develop land shall be made on the prescribed form and shall be accompanied by –

- (a) a map sufficient to identify the land to which it relates and such plans, drawings and other materials as are necessary to describe the development which is the subject of the application;
- (b) notice in writing signed by the owner or agent of the owner of the land to which the application relates acknowledging that the owner has knowledge of and does not object to the making of the application;
- (c) any statutory consent which the applicant is required to obtain for or in connection with the development prior to applying for the permission of the Head of the Physical Planning and Development Division;
- (d) in cases where this is required by Regulations made under this Act, the certificate of an engineer registered under the Engineers (Registration) Act 1984; and
- (e) proof of payment of such fees as may be prescribed by Regulations made under this Act.

**2 Section 21
Requirement for Further Information**

- (1) In addition to the information required in an application form pursuant to this Part, the Head of the Physical Planning and Development Division may request in writing that the applicant provide such further information as may be necessary to determine that application.
- (2) Where further information is requested by the Head of the Physical Planning and Development Division pursuant to subsection (1), the application shall be treated for the purposes of section 24 as having been made on the date when the information requested from the applicant is received by the Head of the Physical Planning and Development Division.
- (3) Where the applicant does not furnish the further information requested by the Head of the Physical Planning and Development Division within a reasonable time of the request being made, the Head of the Physical Planning and Development Division may give the applicant notice that the application cannot be determined and has been cancelled; whereupon the Head of the Physical Planning and Development Division shall return the cancelled application to the applicant.

**3 Section 28
Permission to Lapse**

- (1) If permission is granted for the development of land and the development is not commenced within a period of twelve months from the date on which it was granted, it shall lapse.
- (2) A person who intends to carry out a development for which permission has been granted shall give notice to the Head of the Physical Planning and Development Division of the date on which that development will commence.
- (3) Where, after the date specified in a notice of commencement given pursuant to subsection (2), the Head of the Physical Planning and Development Division is not satisfied that the development has been substantially commenced, the Head of the Physical Planning and Development Division shall notify the person from whom the commencement notice was received that the permission shall lapse by a prescribed date if the development is not commenced to his or her satisfaction before that date.
- (4) If a development other than a development by way of mining operations or a material change in the use of any land is not completed within thirty months after the date of commencement fixed by notice given under subsection (2) or (3), or such other period as may be prescribed in the notice granting permission, the permission shall lapse, without prejudice to the status of such of the permitted works as are then complete.

**4 Section 29
Development to be in accordance with Approved Plans**

- (1) Whenever any plans have been submitted to the Head of the Physical Planning and Development Division on an application for permission to develop any land and such permission has been granted, the development in question shall be carried out in accordance with the approved plans and any conditions subject to which permission was granted.
- (2) The Head of the Physical Planning and Development Division may approve any minor variation to an approved plan which does not alter or affect the terms and conditions of the permission granted by the Head of the Physical Planning and Development Division in any material respect, without requiring the applicant to submit a fresh application.
- (3) If before or during the course of any development of land, the developer finds that it is impracticable or uneconomic to carry out the said development in conformity with the plans as approved by the Head of the Physical Planning and Development Division, he or she may apply to the Head of the Physical Planning and Development Division for permission to amend the plans accordingly and the Head of the Physical Planning and Development Division may grant or refuse permission for such amendment, or may return the plans to the developer for further amendment.

(4) If the Head of the Physical Planning and Development Division refuses permission to develop land in accordance with the amended plans as provided, in subsection (3) of this section, the Head of the Physical Planning and Development Division shall at the time of such refusal give to the applicant in writing its reasons for so refusing, in which case the provisions of section 26 of this Act shall apply as in the case of an original application to the Head of the Physical Planning and Development Division.

(5) **Section 61**
Reference to Development Control Authority

Until the Development Control Authority is dissolved, any reference to the Head of the Physical Planning and Development Division in Parts II to VI inclusive of this Act shall, in so far as the nature of that reference permits, be construed *mutatis mutandis* as a reference to the Development Control Authority.

The Physical Planning and Development Act can be obtained from the National Printing Corporation or at www.slugovprintery.com.

Outdoor Advertisement Display Manual

Revised Policy for the display of Advertisements

Cabinet Conclusion Number **603 of 2017**

Electronic version is available from the Physical Planning Section by sending an email with the subject line “Request for Outdoor Advertisement Display Manual” to address indicated below.

National Land Policy

Cabinet Conclusion Number **263 of 2018**

Approval of the National Land Policy

Executive Secretary
Development Control Authority (DCA)
Tel: 468-4457/ 468-4455
Email: physicalplanningstlucia@gosl.gov.lc

The Engineers Registration Act, No. 4 of 1958, Chapter 13.10 states:

10. Registered engineer entitled to practice

A person registered under this Act shall be entitled:

- (a) on payment of the prescribed fee to receive from the Registrar a certificate in the form approved by the Board to practice engineering in Saint Lucia; and
- (b) to use the title professional engineer or any abbreviation thereof against his or her name.

12. Practice of engineering by unregistered persons

This Act shall not:

- (a) prevent a person who is not an engineer from operating, executing or supervising any engineering works as owner, contractor, superintendent, foreman, technician, inspector or master, where the public interest and public safety are not likely to be affected; or
- (b) require any person referred to in paragraph (a) to become registered under this Act for the purpose of doing anything mentioned in paragraph (a).

SCHEDULE 1

Section 2

Engineering Operations

The following are engineering operations:

- (u) commercial, domestic and other buildings which are more than 2 floors high or are greater than 240 square metres or 2,500 square feet in area;

The Architects Registration Act, No. 11 of 2005 and its amendments, state:

Registered architect entitled to practice

- 11.** A person registered under this Act shall be entitled —
- (a) on payment of the prescribed fee to receive from the Registrar a certificate in Form B set out in the *Second Schedule* to practise architecture in Saint Lucia;
 - (b) to demand and recover reasonable remuneration for architectural services rendered;
 - (c) to use the title “Architect” or any abbreviation thereof against his name, outside his place of work, at building site where his work is in progress and on his stationery.

Unregistered persons not to recover remuneration for practice of architecture

- 12.** A person other than a registered architect is not entitled to recover in any action any fee, charge, gratuity or remuneration for the practice of architecture.

Practice of architecture by persons other than those registered under this act

- 14.** (1) Subject to section 16, nothing in this Act shall prevent a person who is not an architect from:
- (a) engaging in those aspects of the practice of architecture that include drafting or supervising works as owner, contractor, superintendent or clerk of works;
 - (b) performing the architectural work involved in minor alterations;
 - (c) providing architectural services for single family dwelling houses not exceeding 2500 square feet, except where multiple production of houses is involved or where the buildings concerned are to be of more than two floors in height; or
 - (d) providing architectural services for business premises of no more than 1500 square feet, provided that no more than one floor is involved or where there is to be multiple production of such buildings; where the interests of the public are not likely to be affected...

Note:

Effective **1st May 2016** all applications to the DCA are to be guided by the provisions of the Architects Registration Act, No. 11 of 2005 and its amendments.

The Burial and Cremation Act No. 11 of 2016

Division 2

Private burial grounds

Restrictions on Private burial grounds

5. – (1) A person shall not use private land as a burial ground unless the land is registered as a Private burial ground under this Act.

Part II

Cremation

Restriction on cremation or pyre site

22 - (1) A person shall not establish or operate a crematorium or a cremation pyre site unless the person holds a valid license to do so under the Act.

ATTENTION DEVELOPERS!



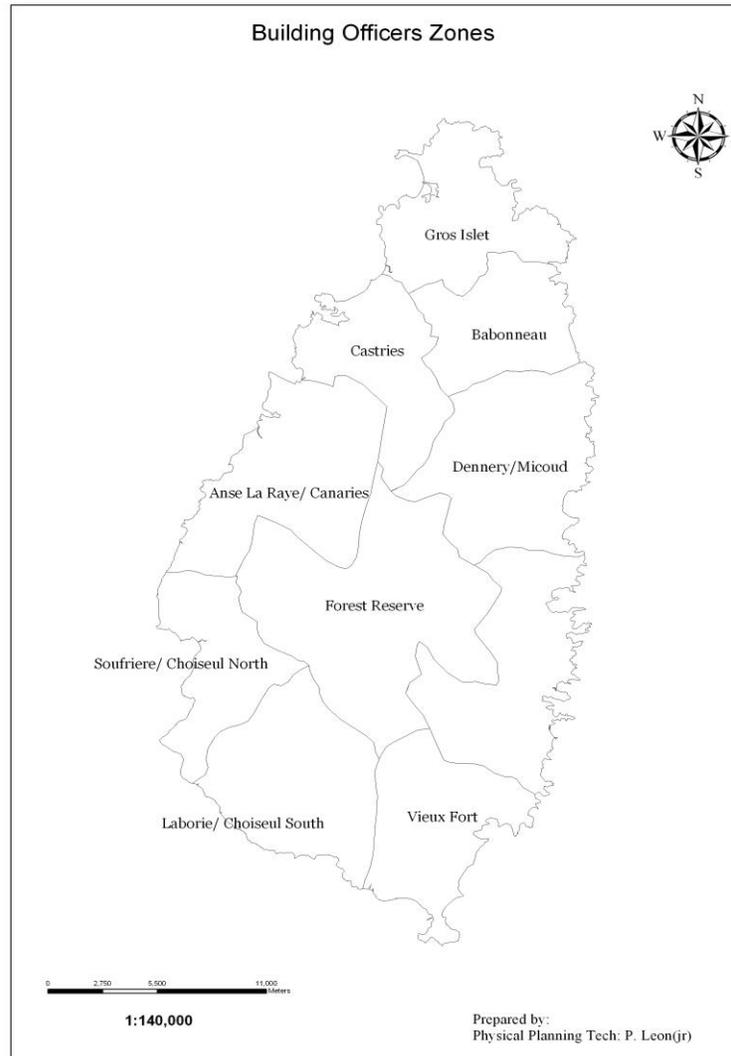
Permission must first be obtained from the Development Control Authority (DCA) before undertaking any type of Structural or Land Development

Development includes:

- *Residential Buildings*
- *Commercial, Industrial or Infrastructural Buildings*
- *Subdivision of Land*
- *Change of Land or Building Use*
- *Repairs and Renovations to Existing Buildings*
- *Erection of Tents*
- *Display of Advertisements: Signs and Billboards*
- *Quarrying Operations*
- *Hotel Developments*
- *Retaining Walls*
- *Garages*

If you are not sure the activity you are proposing to undertake requires permission, please feel free to seek advice from the office of the Development Control Authority, first floor, Greaham Louisy Administrative Building, Waterfront, Castries. Monday to Friday between the hours of 8.30 a.m. and 3.00 p.m.

Building Officers/Zones



Zone	Location
1	Gros Islet North
1	Gros Islet South
2	Babonneau
3&4	Dennery/ Micoud
5	Vieux Fort/ Laborie
6	Soufriere/ Choiseul
7	Anse la Raye/ Canaries
8	Castries North
8	Castries South
8	Castries Central

CONVERSION TABLES

1. Conversion Guide

Effective 1st October 2014 all applications shall be submitted using the metric unit of measurement.

Linear measure

1 inch	= 25.4 millimeters exactly
1 foot = 12 inches	= 0.3048 metre exactly
1 yard = 3 feet	= 0.9144 metre exactly
1 (statute) mile	= 1.609 kilometres
	= 1,760 yards
1 int. nautical mile	= 1.852 kilometres exactly
	= 1.150779 miles

Square measure

1sq. in.	= 6.45 sq. centimetres
1 sq. ft.	= 9.29 sq. decimetres
	= 144 sq. in.
1 sq. yard = 9 sq. ft.	= 0.836 sq. metre
1 acre = 4.840 sq. yd.	= 0.405 hectares
1 sq. mile	= 259 hectares
	= 1.150779 miles

Linear measure

1 millimetre	= 0.039 inch
1 centimetre = 10 mm	= 0.394 inch
1 decimetre = 10 cm	= 3.94 inches
1 metre = 100 cm	= 1.094 yards
1 kilometre = 1,000 m	= 0.3214 mile

Square measure

1 sq. centimeter	= 0.255 sq. inch
1 sq. metre	= 1.196 sq. yards
	= 10,000 sq. cm.
1 are	= 119.6 sq. yards
	= 100 sq. metres
1 hectare = 100 ares	= 2.471 acres
1 sq. kilometer	= 0.386 sq. mile
	= 100 hectares

Example: \$ 0.10 per sq.ft/0.0929 = \$1.08 per sq.m.

CONVERSION TABLE SCALES

Architectural		
Scale	Factor	Decimal
1'=1'-0"	1:1	1.0
6"=1'-0"	1:6	0.5
1-1/2"=1'-0"	1:8	0.125
1"=1'-0"	1:12	0.08333
3/4"=1'-0"	1:16	0.06250
1/2"=1'-0"	1:24	0.41667
3/8"=1'-0"	1:32	0.031250
1/4"=1'-0"	1:48	0.020833
3/16"=1'-0"	1:64	0.015625
1/8"=1'-0"	1:96	0.010417
3/32"=1'-0"	1:128	0.007813
1/16"=1'-0"	1:192	0.005208
1/32"=1'-0"	1:384	0.002604
1/64"=1'-0"	1:768	0.001302
1/128"=1'-0"	1:1536	0.000651

Engineering		
Scale	Factor	Decimal
1"=10'	1:120	0.008333
1"=20'	1:240	0.004167
1"=30'	1:360	0.002778
1"=40'	1:480	0.002083
1"=50'	1:600	0.001667
1"=60'	1:720	0.001389
1"=70'	1:840	0.001190
1"=80'	1:960	0.001042
1"=90'	1:1080	0.000926
1"=100'	1:1200	0.000833
1"=150'	1:1800	0.000555
1"=200'	1:2400	0.000416
1"=300'	1:3600	0.000277
1"=400'	1:4800	0.000208
1"=500'	1:6000	0.000166

APPROVED DRAWING SCALES

1. Location Plan Scales

1:2,500 for towns and villages
1:10,000 for rural areas

2. Site Plan and Subdivision Plan Scales

Choice of scale depends on the size of the land being subdivided.

1:20
1:50
1:100
1:200
1:500
1:1,1000

3. Building Plan Scales

1:20 or 2 ft (0.6 m) – 1 in (2.54 cm) or 1/2 in = 1 ft
1:50 or 4 ft (0.12 m) – 1 in (2.54 cm) or 1/4 in = 1 ft
1:100 or 8 ft (2.4 m) – 1 in (2.54 cm) or 1/8 in = 1 ft
1:200 or 16 ft (4.9 m) – 1 in (2.54 cm) or 1/16 in = 1 ft

DESIGN GUIDELINES

DCA Minimum Standards

Lot Densities

Lot Density is the intensity of use of land.

Low Density	650.55 sq. m.
Medium Density	278.81 sq. m. to 650.55 sq. m.
High Density	Below 278.81 sq. m.

Lot Frontages and Mean Depth

Lot frontage is the length of the lot where it is parallel to the access road or right of way.

	Lot Frontages	Mean Depth
Low Density – 650.55 sq. m. min. (detached house)	18.29 m.	24.38 m.
Medium Density – 278.81 sq. m. to 650.43 sq. m. (Detached or semi-detached and duplex)	12.19 m.	18.29 m.
High Density – below 278.81 sq. m. (Attached dwelling units for urban areas only)	3.66 m.	15.24 m.

Room Densities

Room Density is defined by the number of bedrooms per acre of gross site area.

Apartments, Condominiums and Villas	50 bedrooms per 4,048.3 sq. m.
Hotels and Guest Houses	75 bedrooms per 4,048.3 sq. m.

Plot Coverage

Plot coverage is the part or percentage of the lot occupied by buildings or structures including accessory buildings or structures.

Residential Single-Family

- Low Density – 650.55 sq. m. 20%
- Medium Density – 278.81 sq. m. to 650.46 sq. m. 35%
- High Density – below 278.81 sq. m. 50%

Residential Multi-Family (apartments, condominiums, villas) 30%

Commercial (not within the CBD) 60%

Commercial (within the CBD) – (not a corner lot) 80%

Commercial (within the CBD) – (corner lot) 100%

Industrial/Touristic 60%

DCA Minimum Standards

Setbacks

Setback is the horizontal distance between the boundary of a parcel of land and the furthest projection of the building at the front, rear or sides of the building on that parcel of land. 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.

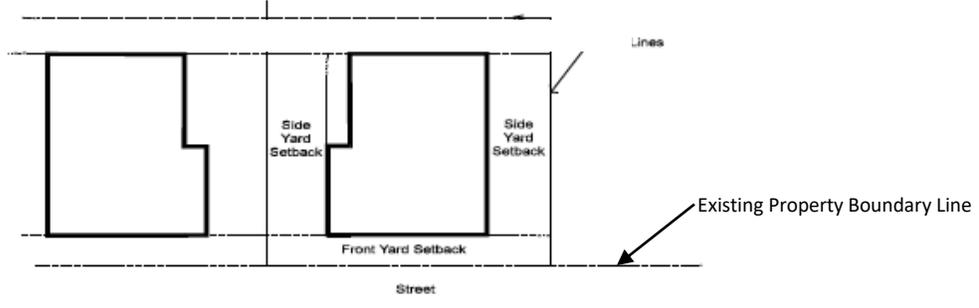


Figure 2: Setbacks

Side Setbacks (standard)

Lot sizes range from:

- Below 278.71 sq. m. - 1.22 m min.
- 278.81 – 650.46 sq. m. - 1.83 m min.
- 650.55 sq. m. - 2.43 m min.

Note: 0.30 m must be added to the standard side setbacks for each additional floor of the building.

Rear Setbacks

- 2.43 m

Front Setbacks

- these vary according to category of road

- 3.05m Footpath - 3.0 m. min.
- 6.10m Residential Access - 3.0 m. min.
- 8.23 m Residential Access - 3.0 m. min.
- 9.14 m Residential Collector (main roads) - 4.6 m. min.
- 10.36 m Secondary Lane - 6.1 m. min.
- 15.24 m Primary Lane (Highway) - 6.1 m. min. Residential
- 9.1 m. min. Industrial

Setbacks from Highway

- Front, side and rear - 6.1 m min.

Existing building line to be maintained in Central Business District (CBD) and other built-up areas.

Setbacks from the High Water Mark (HWM)

High Water Mark is the level reached by sea water at high tide.

Cliffs and Slopes of 1:1	7.62 m. from the HWM
Slopes of 1:4 – 1:20	15.24 m. from the HWM
Slopes of 1:20	30.48 m. from HWM

River and Ravine Buffers

A Buffer is a transitional area between two areas of different predominant land uses.

River Buffer	15.24 m. on either side of the river
Ravine Buffer	4.57 m. on either side of the ravine

Subdivision Road Design Standards

1 – 7 residential lots	6.09 m.
More than 8 lots	8.22 m.

Development Tips

1. Keep structural developments within **Approved** Setbacks, Buffers and Reserves
2. Proper setbacks lead to proper development.
 - ⇒ Setbacks promote privacy
 - ⇒ Facilitate light between buildings
 - ⇒ Encourage the circulation of air between buildings
 - ⇒ Accommodate infrastructure such for sewerage disposal, drains, telecommunications network, etc.
 - ⇒ Provides easy access in emergency situations
 - ⇒ Increased property values
3. Be considerate to your neighbour.
 - ⇒ Incorporate all approved and necessary drainage systems now!
 - ⇒ Channel all waters from your site into drains and or ravines
 - ⇒ Maintain your drains.
 - ⇒ Fence your site.
 - ⇒ Install guttering

Agency Standards

WASCO'S Pipeline Reserve: Reserve is space set aside for a particular use or purpose.

1.85 m. on either side of the pipeline for the purpose of accessing the pipeline for maintenance work.

Public Health

Minimum setback of soak away to the property boundary is 3.0 m. min.

Minimum setback of soak away to a watercourse (river, ravine) is 15.24 m. min.

Lucelec's Conductors Clearances

Table 1

Minimum Vertical Clearance of Conductors above roads and areas accessible to pedestrians only

Clearance Category	Conductor voltage level			
	Neutral	415V	11kV	66kV
(1) Areas subject to motorcar and/or truck traffic	6.70 m. 22.0 ft.	6.70 m. 22.0 ft.	6.70 m. 22.0 ft.	6.70 m. 22.0 ft.
(2) Areas accessible to pedestrians	4.57 m. 15.0 ft.	4.57 m. 15.0 ft.	4.57 m. 15.0 ft.	4.57 m. 15.0 ft.

Table 2

Minimum Vertical Clearance of Conductors above Buildings

Clearance Category	Conductor voltage level			
	Neutral	415V	11kV	66kV
(1) Above or below roofs	0.098 m. 3.5 ft.	1.22 m. 4 ft.	3.96 m. 13 ft.	4.42 m. 14.5 ft.
(2) Above or below balconies and other areas accessible to pedestrians	3.35 m. 11 ft.	3.66 m. 12 ft.	4.27 m. 14 ft.	4.72 m. 15.5 ft.

Table 3

Minimum Horizontal Clearance of Conductors from Buildings

Clearance Category	Conductor voltage level			
	Neutral	415V	11kV	66kV
Walls, projections, windows, balconies and other areas accessible to pedestrians	1.52 m. 5 ft.	3.66 m. 12 ft.	4.27 m. 14 ft.	4.72 m. 15.5 ft.

Parking Requirements

Minimum Parking and Loading Requirements for various land uses:

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 one, two, or three bedrooms and one for each two efficiency units or studio - These standards may be modified in special areas
◆ Guest Houses	- 1 for each 9 guest bedrooms plus 1 for each 5m ² of public dining room
◆ Motels	- 1 for each guest unit plus 1 for each 5m ² of public dining room
◆ Civic Administration Buildings	- 1 for each 165m ² of gross floor area including passages, toilets, circulation spaces etc
◆ Office Buildings	- 1 for each 51m ² for net usable office floor area or at least 1 per office
◆ Libraries, Museums, Shops, Showrooms, Stores	- 1 for each 70m ² of clear retail area inclusive of storerooms. (The same applies to shopping centres)
◆ Supermarkets	- 1 for each 16m ² of clear retail space
◆ Restaurants, Markets	- 1 for each 10m ² of public dining room
◆ Industrial Buildings used for manufacture or storage	- 1 for each 80m ² plus 1 for each 100m ² gross floor in excess of 500 m ²
◆ Dance Halls, Clubs and Bars	- 1 per 2 sq. m.
◆ Games Buildings	- 1 for each building up to 100m ² plus
◆ Permanent Exhibition Buildings	- 1 for each 10m ² in excess of 100m ²
◆ 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 ◆ Court Houses ◆ Lecture Halls ◆ Schools ◆ Colleges ◆ Universities	- 1 for each 10 seats or 10m ²
◆ 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	

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)

Legal Documents

Legal documents submitted as part of an application must be dated by their respective authorities within six (6) months of the submission date and are as follows:

- ❖ Lodged Survey Plan
- ❖ Land Register
- ❖ Notarized letter of permission/consent
- ❖ Lease agreements
- ❖ List of Directors
- ❖ One (1) Copy of Location (LRTP and topographic map sheet)
- ❖ Power of Attorney
- ❖ Letters of Administration
- ❖ Proof of Partition
- ❖ Registered Deed of Donation
- ❖ Registered Last Will and Testament
- ❖ Alien Land Holders License

Registration of Applications

Development Control Authority



1. Pre-registration of Application

The developer or his agent presents the application to the Front Desk Clerk for checking. The Front Desk Clerk and Technical Officers ensure that the requirements for the type of application are met.

2. Calculation of Fees

The Front Desk Clerk calculates the fees for applications that meet the submission requirements then prepares a payment slip for the developer/agent. Upon payment of fees at the cashier, the developer/agent submits the application with the receipts at the Front Desk Counter.

3. Registration of Application

The application is registered by the Front Desk Clerks or Technical Officers who record all the applicable information and issue a reference number from the application register. Registration of applications can only take place at the Front Desk between the hours of 8:30 a.m. and 3:00 p.m. Monday to Friday.

4. Registered Information

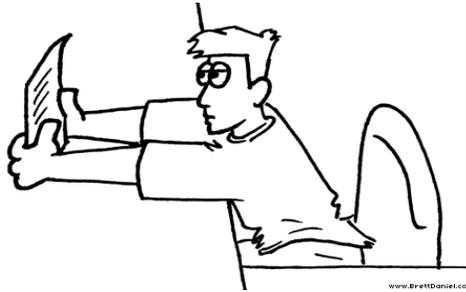
The information written in the Application Register provides details to:

1. Generate relevant statistics
2. Facilitate the processing of the applications
3. Facilitate filing, database management, retrieval of applications
4. Future search operations

5. Issuing of Acknowledgement Slip

An **Acknowledgment Slip** is then issued to the developer/agent by the Front Desk Staff/Technical Officers. This slip must be presented when collecting and enquiring about the application. The **Acknowledgment Slip** also provides information relevant to the registered application (see Annex 2 for details).

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.



5. Final Registration Process

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.

PROCEDURE FOR PROCESSING OF APPLICATIONS

1. Registration of Applications (see pages 22 and 23 above).
2. Assignment of Registered Applications to Technical Officers:
 - Major Developments and Small Subdivision Applications – Assigned to Planning Officers
 - Small Development Applications – Assigned to Building Officers

MAJOR DEVELOPMENT APPLICATIONS		
Large Subdivision	Commercial Extension	Commercial Amendment
Small Subdivision	Institutional	Clearing and Backfilling
Commercial	Demolitions	Signs
Multifamily Residential	Hotels	Jetties
Cell tower	School	Churches
Civic Buildings	Industrial Structures	Quarry
Hoardings	Office	Restaurants

SMALL DEVELOPMENT APPLICATIONS		
Residential Buildings	Residential Extension	Residential Amendment
Repairs and Renovation	Commercial Extension	Clearing and Backfilling
Re-approvals	Demolitions	Liquor License
Retaining wall	Fence/gate	Car port
Storage tank	Cistern	Transfer
Pool	Tent	Cladding
Hoarding	Parking Lot	

Note:

Developers are to assist technical staff in identifying and accessing their site.

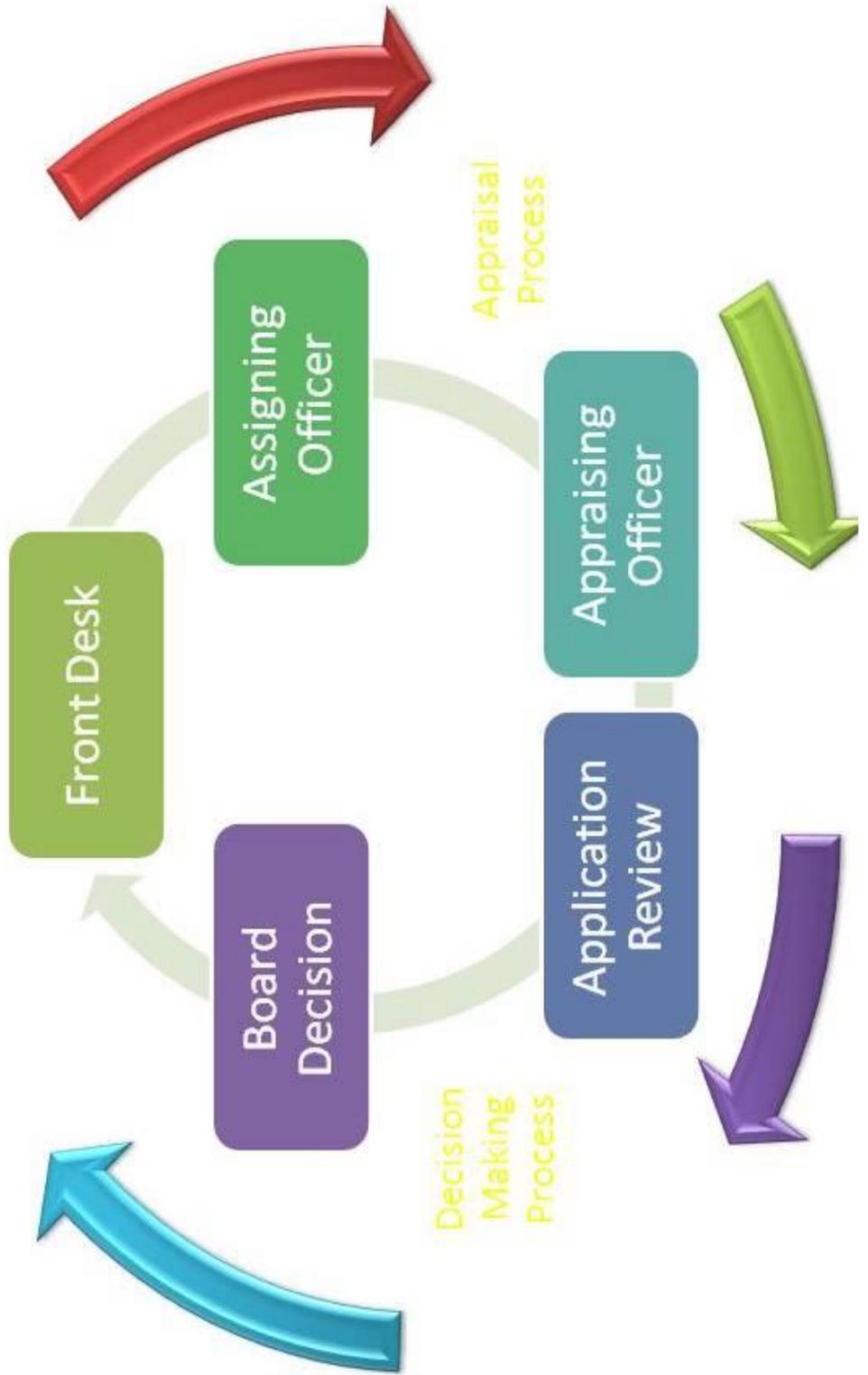
Boundary pegs are to be visible during the site visit.

3. Reviewing of Applications
 - By Planning and Building Officers – includes site visit, discussion with the developer/designer and discussion at weekly committee meetings, preparation of appraisal reports and letters.
 - By DCA Board – includes ratification of decisions made by the Chairman on behalf of the Board and deciding on major applications.
4. Decisions on Applications
 - Displayed on lists for public viewing at the Front Desk
 - Displayed on lists in the Saint Lucia Government Gazette
 - Letters to applicant
5. Final processing of Applications
 - Stamping, signing and dispatching of drawings upon submission of any outstanding documentation and/or requirements.
 - Collection of drawings by applicant at the Front Desk

DCA Application Process



Administrative Process



Search of Application Register

Requirements:

- a. Cover letter requesting a search to be done and addressed to the:
*Executive Secretary
Development Control Authority
P.O. Box 709
Castries*

- b. Information relevant to the application to be indicated:
 - Name of Applicant
 - Reference Number
 - Date of Submission
 - Location of Development

- c. Information relevant to you to be indicated:
 - Name
 - Address
 - Telephone Number
 - Email
 - Fax

- d. Payment of the Search Fee



Fees:

\$5.00

Note: Copies of applications already determined are not available.

Building Use

Building(s) Layout Concept (internal layout of building)

- ◆ Letter of intent
- ◆ Land Register (land ownership is not required)
- ◆ One (1) Copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) Copy of Location Plan (topographic sheet and LRTP Map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ Three (3) Copies of the Site Plan (showing layout, setbacks, parking)
- ◆ Three (3) sets of Architectural plans to scale showing floor layout and circulation including a minimum of two (2) elevations certified by a locally registered Architect

Fees: *\$1.08 per sq. m. per floor*

Land Development Layout Concept

Land Development Layout Concept (roads, drains, location of buildings on a site)

- ◆ Letter of intent
- ◆ Land Register (land ownership is not required)
- ◆ One (1) Copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) Copy of Location Plan (topographic sheet and LRTP Map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ Three (3) Copies of the Site Plan (showing layout, setbacks, parking, drains, roads, etc.)
- ◆ Three (3) sets of Architectural plans to scale showing floor layout and circulation including a minimum of two (2) elevations certified by a locally registered Architect

Fees: *Up to 0.4 hectares \$50.00*
Above 0.4 hectares \$120.00

Land Subdivision Concept

An application for the subdivision of land showing the proposed layout requires submission of the following:

- ◆ Letter of intent
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ Three copies of subdivision layout
- ◆ Three copies of road and site profiles

Fees:

Low Density

650.55 s. m. and above - **\$30.00 per lot**

Medium Density

278.71 sq. m. – 650.23 sq. m - **\$25.00 per lot**

High Density

Below 278.71 sq. m. - **\$20.00 per lot**

Note: **Approval In Principle** does not constitute permission to commence development. A further application for **Approval** must be submitted to the DCA for its consideration prior to the commencement of any development.

APPROVAL

An application for Approval seeks permission from the Authority to commence development.

Change of Land Use ONLY

- ◆ Letter of intent
- ◆ One (1) Recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s)/lease (if applicable)
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract with parcel clearly identified) – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section

Fees:

<i>Up to 0.4 hectares</i>	\$50.00
<i>Above 0.4 hectares</i>	\$120.00

Change of Building Use

- ◆ Letter of intent
- ◆ (1) Recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s)/lease (if applicable)
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract with parcel clearly identified) – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ Three (3) copies of the Site Plan showing functional parking, setbacks, etc.
- ◆ Three (3) copies of floor plan showing layout
- ◆ Recommendations from the Fire Department
- ◆ Recommendations from Public Health Department
- ◆ Structural Report/Certification from a locally registered Engineer
- ◆ Electrical Certification from a locally registered Electrical Engineer (if applicable)

Fees:

<i>Structures up to 46.45 sq. m.</i>	\$30.00
<i>Structures in excess of 46.45 sq. m.</i>	\$50.00



Residential/Residential Extension (not exceeding two apartment units)

The requirements for the submission of Residential/Residential Extension Applications are:

- Three (3) sets of architectural drawings done to scale to include:
 - Site Plan indicating minimum setbacks
 - Floor Plan
 - Foundation Plan
 - Roof Plan
 - Sections (minimum one (1))
 - Elevations (minimum three (3))
 - Floor Framing Plan (if relevant)
 - Longitudinal and Cross Sections of Beams
 - Details:
 - Roof Fixings
 - Foundation, retaining wall
 - Timber Connections
 - Stair case (cross section)
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of permission (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms completed and duly signed – to be obtained at the Survey and Mapping Section
- Public Health Approval or WASCO Approval
- Engineering certification from a locally registered Engineer (required for floor areas exceeding 232 sq. m. (2,500 sq. ft.) and building exceeding two floor heights)
- Architectural certification from a locally registered Architect (required for floor areas not exceeding 232 sq. m. (2,500 sq. ft.) except where multiple production of houses is involved or where the buildings are to be of more than two floors in height)



Fees:



- **Residential** building less than 46.45 sq. m. gross floor area
\$20.00
- **Residential** building between 46.45 sq. m. and 92.90 sq. m.
gross floor area
\$35.00
- **Residential** building in excess of 92.90 sq. m. gross floor area
\$1.61 per sq. m.

Note: Access to the site is to be provided for appraisal and monitoring by the Officer (boundary pegs clearly visible and flagged, shrub, grass and obstructing trees trimmed, etc.)

Residential Multi-Family Apartments (exceeding two apartment units)

The requirements for the submission of Residential Multi-Family Applications are:

- Cover letter / Project Brief
- Three (3) sets of architectural drawings done to scale to include:
 - Site Plan indicating property boundaries, ingress/egress, minimum setbacks and functional parking to DCA standards
 - Floor Plan
 - Foundation Plan
 - Roof Plan
 - Sections (minimum one [1])
 - Elevations (minimum three [3])
 - Details
 - Roof Fixing
 - Foundation, retaining wall
 - Details (if relevant)
 - Floor Framing Plan
 - Longitudinal and Cross Sections of Beams
 - Stair case Details (cross section)
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized Letter of permission if the property is not owned by the developer
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms completed and duly signed– to be obtained at the Survey and Mapping Section
- Public Health Approval
- WASCO Approval (where applicable)
- Recommendations from the Fire Department
- Engineering certification from a locally registered Engineer
- Electrical certification from a locally registered Electrical Engineer
- Architectural certification from a locally registered Architect (required where multiple production of houses is involved or where the buildings are to be of more than two floors in height)
- Site Management Plan with certified hoarding detail
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (where necessary)
- Solid Waste Management Plan approved by the St. Lucia Solid Waste Management Authority



Fees:

\$1.61 per sq. m.

Residential Amendments

Increase in Floor Area

Amendments to approved residential applications where the floor area has increased requires the following:

- Three (3) complete sets of architectural drawings to scale (use of all floors to be indicated on relevant floor plans, site plans to indicate ingress/ egress, minimum setbacks and functional parking to DCA Standards)
- One (1) set of architectural drawings with DCA approval stamp
- Completed forms
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of permission from land owner (s) (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Previously approved Public Health Drawings/New Approval for more than one additional toilet
- Engineering certification required for developments 232.34 sq. m. and above
- Architectural certification from a locally registered Architect (required for floor areas not exceeding 232.34 sq. m (2500 sq. f.t) except where multiple production of houses is involved or where the buildings are to be of more than two floors in height)

Fees:

\$1.61 per sq. m.

Note: difference in fees to be paid.

Reduction in Floor Area

Amendments to approved residential applications where the floor area has decreased requires the following:

- Three (3) complete sets of architectural drawings to scale (use of all spaces to be shown)
- Completed forms
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of permission from land owner(s) (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Previously approved drawings from Public Health Section
- One (1) complete set of architectural drawings with DCA approval stamp clearly shown.

Fees:

nil

Note: Difference in fees will not be refunded.

Institutional/Commercial/Touristic/Industrial/Infrastructural/Recreational

Applications for a development other than for residential building use require the following:

- Cover Letter
- Project Brief – outlining concept of application
- One (1) Recent copy of Land Register - to be obtained at the Land Registry Section
- Notarized letter of permission from land owner if property is not owned by developer
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms completed and duly signed – to be obtained at the Survey and Mapping Section)
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Three (3) sets of Architectural drawings to scale (use of all floors to be indicated on relevant floor plans, site plan to indicate ingress/egress, minimum setbacks and functional parking to DCA standards)
- Engineering certification from a locally registered Engineer
- Architectural certification from a locally registered Architect (for buildings of no more than 139 sq. m. (1,500 sq. ft.) other than where no more than one floor is involved, or where there is to be multiple production of buildings)
- Recommendations from Fire Department
- Recommendations from Public Health Department
- WASCO Approval (if applicable)
- Electrical Certification from a locally registered Electrical Engineer
- Three (3) copies Site Management Plan with hoarding details certified by a locally registered Engineer
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (where necessary)
- Solid Waste Management Plan approved by the Saint Lucia Solid Waste Management Authority
- Environmental Impact Assessment (EIA)* (when requested)

Fees: ***\$3.23 per sq. m.***

Guest House - (basic fee) ***\$250.00***

Additional fee per guest bedroom ***\$20.00***

Hotel - (basic fee) ***\$500.00***

fee per guest bedroom ***\$30.00***



Note: Access to the site is to be provided for appraisal and monitoring by the Officer (boundary pegs clearly visible and flagged, shrub, grass and obstructing trees trimmed, etc.)

*See pages 59 - 63

Fees Cont'd

Infrastructural

Bus Shelters undertaken by a Government Agency, however, recommendations from Department of Infrastructure are required. **FREE**

Note: Any Advertisement Sign proposed on a Bus Shelter must obtain approval. See the requirements for Advertisement Signs (page 52)

Institutional

Hospital, Polyclinic, Human Resource Development Centre, Government offices, Parks (St Lucia National Trust) **FREE**

Churches

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



Cemetery

The requirements for the submission of an application for a cemetery are as follows:

- Cover Letter
- Project Brief – outlining concept of application
- One (1) Recent copy of Land Register - to be obtained at the Land Registry Section
- Notarized letter of permission from land owner if property is not owned by developer
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms completed and duly signed – to be obtained at the Survey and Mapping Section)
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Three (3) copies Site Plan to scale (to indicate ingress/egress, minimum setbacks and functional parking to DCA standards)
- Three (3) copies Drainage Plan and Details certified by a locally registered Engineer
- Architectural certification from a locally registered Architect (for buildings of no more than 139 sq. m. (1,500 sq. ft.) other than where no more than one floor is involved, or where there is to be multiple production of buildings)
- Recommendations from Public Health Department
- Electrical Certification from a locally registered Electrical Engineer
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (where necessary)

Fees:
Undertaken by Government Agencies

\$500.00 per acre or any part thereof
FREE

Caravans/Containers: - *(mobile or fixed)*

Applications for the placement of fast food vans, retail outlets, offices, tire shops, roadside garages, storage requires the submission of the following:

- Cover Letter
- Project Brief – outlining concept of application
- One (1) Recent copy of Land Register - to be obtained at the Land Registry Section
- Notarized letter of permission from land owner(s) (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms (completed and duly signed) – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Three (3) sets of Architectural drawings to scale (use of all floors to be indicated on relevant floor plans, site plan to indicate ingress/egress, minimum setbacks and functional parking to DCA standards)
- Recommendations from Fire Department
- Recommendations from Public Health Department
- Electrical Certification from a locally registered Electrical Engineer
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (where necessary)
- Solid Waste Management Plan approved by the Saint Lucia Solid Waste Management Authority



Fees:

\$3.23 per sq. m

Retention of Use

The requirements for an application for retention of use are:

Institutional/Commercial/Touristic/Industrial/Infrastructural

- Cover Letter
- Project Brief – outlining concept of application
- One (1) Recent Copy of Land Register - to be obtained at the Land Registry Section
- Notarized letter of permission from land owner(s) (if applicable)
- One (1) Copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms – to be obtained at the Survey and Mapping Section (completed and duly signed)
- One (1) Copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Three (3) sets of Architectural drawings to scale (use of all floors to be indicated on relevant floor plans, site plan to indicate ingress/egress, minimum setbacks and functional parking to DCA standards)
- Engineering report from a locally registered Engineer
- Recommendations from Fire Department
- Recommendations from Public Health Department
- Electrical Certification from a locally registered Electrical Engineer
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (where necessary)
- Solid Waste Management Plan approved by the Saint Lucia Solid Waste Management Authority

Fees: **\$3.23 per sq. m.**

Commercial Buildings

*Offices, cinemas, restaurants & bars
workshops, repair shops, industrial buildings
warehouses, garages necessary buildings, etc.*

Guest House - (basic fee) **\$250.00**
Additional fee per guest bedroom **\$20.00**

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

Additional facilities: **\$3.23 per sq. m.**



Retention of Use

The requirements for an application for retention of use are:

Residential/Residential Multi-Family

- ◆ Three (3) sets of architectural drawings done to scale (use of all floors to be indicated on relevant floor plans, site plan to indicate ingress/egress, existing setbacks and functional parking to DCA standards)
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of permission (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Two (2) Building Forms – to be obtained at the Survey and Mapping Section (completed and duly signed)
- Engineering report from a locally registered Engineer

Fees:

<i>Buildings less than 46.45 sq. m. gross floor area</i>	-	\$20.00
<i>Buildings between 46.45 – 92.90 sq. m. gross floor area</i>	-	\$35.00
<i>Buildings in excess of 92.90 sq. m. gross floor area</i>	-	\$1.61 per sq. m.

Completion Certificate

The requirements for the request of a completion certificate for a Condominium/Apartment/Residential Development are:

- Letter requesting Certificate of Completion clearly indicating the units requested
- Evidence of DCA approval*
- One (1) Recent Copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of Permission (if applicable)
- One (1) Copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) Copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Site plan with buildings highlighted
- Engineer's Report (buildings older than thirty [30] months)
- Certificate of completion/inspection/report from the Saint Lucia Fire Services, Ministry of Health, Electrical Engineer, Department of Labour (buildings older than thirty [30] months)

***If no evidence of DCA approval is provided, the developer must obtain DCA permission by submitting an application for retention of use see above for requirements.**

Fees: **\$500.00 per unit**

Repairs and Renovations

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

Residential

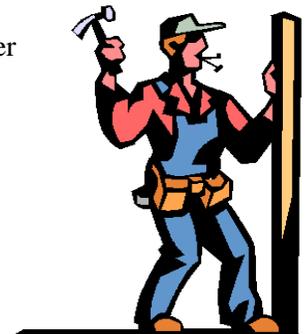
- ◆ Letter of Intent
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) if applicable
- ◆ Elevations (2 min.)
- ◆ Details (where applicable)
- ◆ Engineering certification (where applicable)



Fees: **\$25.00**

Commercial

- ◆ Letter of Intent
- ◆ One (1) copy of Location Plan (topographic and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) if applicable
- ◆ Elevations (if required)
- ◆ Details (if required)
- ◆ Engineering certification (where applicable)
- ◆ Architectural impressions of proposal, certified by a locally registered Architect (where applicable)
- ◆ Recommendations from Fire Department
- ◆ Recommendations from Public Health Department (where applicable as per Health Depart Regulations)
- ◆ Electrical Certification
- ◆ Site Management Plan with hoarding details
- ◆ Traffic Management Plan



Fees: **\$50.00**

Need Information on the status of your Application? Call our Front Desk at 468-4457/4455

Resubmission of Approved Applications

The requirements for submission of an application for which approval has expired are:

- Three (3) complete sets of plans with DCA approved stamp clearly shown
- Completed forms (where applicable)
- One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- Notarized letter of Permission from land owner (s) (if applicable)
- One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Public Health Approval (where applicable)
- Recommendations from Fire Department (where applicable – if previous approval is more than 18 months)
- WASCO Approval (where applicable)
- Electrical Certification from a locally registered Electrical Engineer (if applicable)
- Site Management Plan with hoarding details certified by a locally registered Engineer (if applicable)
- Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy (if applicable)
- Solid Waste Management Plan approved by the Saint Lucia Solid Waste Management Authority (if applicable)
- Architectural certification from a locally registered Architect (required for floor areas not exceeding 232 sq. m. (2,500sq. ft.) except where multiple production of houses is involved or where the buildings are to be of more than two floors in height)



Fees:

Residential

1- 46.36 sq. m.	\$20.00
46.45 sq. m. and above	\$35.00

Commercial

1- 46.36 sq. m.	\$30.00
46.45 sq. m. and above	\$50.00



All other fees apply to new applications

Note:

Permission for development is granted for twelve (12) months. If an Approved Application is not substantially commenced within twelve (12) months, the application must be resubmitted to the DCA for consideration.

Bonded Warehouse

An application for a Bonded (storage until payment of duty) Warehouse requires submission of the following:

- ◆ Cover Letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of the Site Plan to indicate ingress/egress, setbacks and functional parking to DCA standards
- ◆ Three (3) copies of the Floor Plan
- ◆ Recommendations from Fire Department
- ◆

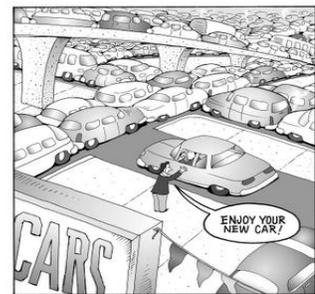


Fees: *\$3.23 per sq. m.*

Vehicle Bond/Bonded Site

An application for the development of a Vehicle Bond (storage until payment of duty) requires the following: -

- ◆ Cover letter
- ◆ One (1) copy of the Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ Three (3) Site Plans showing functional parking arrangements
- ◆ One (1) recent copy of the Land Register – to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner (s) (if applicable)
- ◆ Details of any structures (if applicable) certified by a locally registered Engineer



Fees: *\$3.23 per sq. m.*

Land Subdivision:

Small Subdivision - Maximum five (5) lots

Applications for subdivision of land/re-approval of applications requires the following:

- ◆ Three (3) application forms completed and duly signed (to be signed by applicant) with Postal Address (including Email) and Telephone number (including Mobile) - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic and LRTP map extract of parent parcel with proposal clearly identified and reference points shown) - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (if applicable)
- ◆ Proof of partition (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
 - Cul de Sac details
 - certified bridge/culvert details (if applicable)
- ◆ Public Health Approval (for proposed lots less than 278.71 sq. m.)
- ◆ Environmental Impact Assessment (EIA)* (when required)



Fees:

Low Density

650.55 sq. m. & above - **\$30.00 per lot**

Medium Density

278.71 sq. m. – 650.23 sq. m - **\$25.00 per lot**

High Density

Below 278.71 sq. m. - **\$20.00 per lot**

Large Subdivision - Minimum six (6) lots

- Three (3) application forms completed and duly signed (to be signed by applicant) – with Postal Address (including Email) and telephone number (including mobile)
- One (1) copy of Location Plan (topographic and LRTP map extract of parent parcel with proposal clearly identified and reference points) - to be obtained at the Survey and Mapping Section
- One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - Proof of partition (if applicable)
- Notarized letter of permission from land owner(s) (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
 - Indication and status of all existing structures, natural features including water courses, cliffs, high tension lines and requisite buffers, etc.
 - Indication of DCA minimum standard setbacks from features where necessary
 - 5% of development within centralize area as open space
- Drainage Plan showing -:
 - Location of drains, bridges, culverts, etc.
 - 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, bridges, culverts to a scale of 1:50 or greater, showing:
 - Structural design
 - Camber
 - Materials of construction
 - Cul de sac details
- Public Health Approval from the Public Health Department
- Water Reticulation Plan/Sewer Plan approved by WASCO
- Structural certification from a locally registered Engineer
- Recommendations from Department of Infrastructure
- Cost Estimates from LUCELEC



Fees:

Low Density

650.55 sq. m. & above

\$30.00 per lot

Medium Density

278.8 sq. m. – 650.23 sq. m.

\$25.00 per lot

High Density

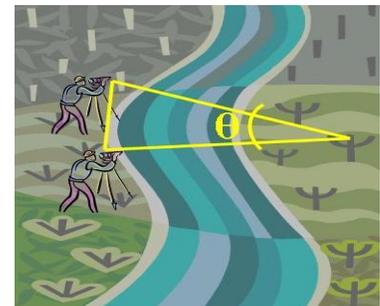
Below. 278.71 sq. m.

\$20.00 per lot

Rationalization of Lands

An application for the partitioning/rationalization of lands (minimum six [6] lots) requires the following:

- Three (3) application forms completed and duly signed by applicant – with postal address (including Email) and Telephone number (including mobile)
- One (1) copy of the Location Plan (topographic and LRTP map extract of parent parcel with proposal clearly identified map and reference points) – to be obtained from the Survey and Mapping Section
- One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- One (1) recent copy of the Land Register and proof of Partition (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
 - Indication and status of all existing structures, natural features including water courses, cliffs, high tension lines and requisite buffers, etc.
 - Indication of DCA minimum standards setbacks from features where necessary
 - 5% of development within centralized area as open space (for rationalization)
- Drainage Plan showing -:
 - Location of drains, bridges, culverts, etc.
 - 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 1:50 or greater, showing:
 - Structural design
 - Camber
 - Materials of construction
 - Cul de sac details
- Public Health Approval from the Public Health Department
- Structural certification from a locally registered Engineer



Fees:

Low Density

650.32 sq. m. and above - ***\$30.00 per lot***

Medium Density

278.71 sq. m. – 650.23 sq. m. - ***\$25.00 per lot***

High Density

Below 278.71 sq. m. - ***\$20.00 per lot***

Quarrying/Mining/Dredging

Approval in Principle

An application for Approval In Principle for Quarrying/Mining/Dredging requires the following:

- Cover Letter
- One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- One (1) copy of the Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- Three (3) copies of the Site Plan showing areas for:
 - (a) Quarrying
 - (b) Stockpiling
 - (c) Buildings
 - (d) Dredging
- Environmental Impact Assessment (EIA)* (when required)

Fees:

Up to 0.4 hectares

\$50.00

Above 0.4 hectares

\$120.00



*See pages 59 - 63

Quarrying/Mining

Approval

An application for Approval for Quarrying/Mining requires the following:

- Cover Letter
- Proof of Approval In Principle for land use (where applicable)
- Mitigation measures outlined in the approved Environmental Impact Assessment (EIA)*
- One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- Notarized letter of permission from land owner(s) (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 for stockpiling
 - h) Areas for public use
- Three (3) complete sets of certified drawings to scale for buildings, etc.



Fees:

Quarrying/Mining
Isolated Blasting

\$500.00 (plus cost of consultancy services obtained)

\$100.00 (plus cost of consultancy services obtained)

*See pages 59 - 63

Land Movement Operations

An application for undertaking backfilling of land, levelling of land, stockpiling of spoil on land requires the following:

- ◆ Cover Letter
- ◆ One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic map sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of consent from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan indicating area to be utilized.
- ◆ Three (3) copies Drainage Plans and Retaining Wall details (if applicable)
- ◆ Engineer's Report (if applicable)
- ◆ Cross-sections indicating the profile of the site to be backfilled.
- ◆ Environmental Impact Assessment (EIA)* (when required)

Fees: ***\$100.00 per 0.4 hectares or any part thereof.***

*See pages 59 - 63

Clearing and Debushing

An application for undertaking clearing and debushing of land requires the following:

- ◆ Cover Letter
- ◆ Project Brief
- ◆ One (1) copy of lodged Survey Plan - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic map sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of consent from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan indicating area to be utilized.
- ◆ Three (3) copies Drainage Plans certified by a locally registered engineer (if applicable)
- ◆ Site Management Plan (if applicable)
- ◆ Comments from Department of Forestry (if applicable)
- ◆ Solid Waste Management Plan

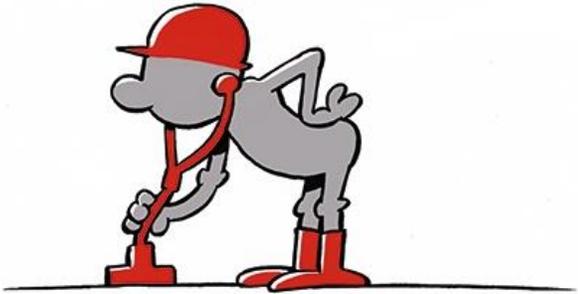
Fees: ***\$100.00 per 0.4 hectares or any part thereof.***

Site Exploration and Preparation

Site exploration and preparation for construction works includes: excavating, pile testing, site investigation works, borehole testing: pit, core, auger, etc.

Approval

An application for undertaking site exploratory/preparatory works requires the following:



- ◆ Cover Letter
- ◆ Project brief clearly outlining the works to be undertaken, the time frame by which they will be done, the equipment to be utilized, site management measures, etc.
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained from the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan indicating area to be utilized.
- ◆ Site Investigation Report (if applicable)
- ◆ Certified Geotechnical Report (if applicable)
- ◆ Certified drawings of test pile (where applicable)

Fees:

Up to 0.4 hectares

\$500.00

Above 0.4 hectares

\$500.00 per 0.4 hectares or any part thereof.

Coastal Works

An application for the construction of coastal works and defenses: groynes, board-walks, beach nourishments, jetties, piers, gabions, rip-rap (rock armour), revetments, seawalls and breakwaters requires the following:

- ◆ Cover Letter
- ◆ Project Brief
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) – to be obtained from the Survey and Mapping Section
- ◆ One (1) copy bathymetric map of the impacted area
- ◆ One (1) copy lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of the Land Register - to be obtained from the Survey and Mapping Section (notarised letter of consent from land owner(s) if applicable)
- ◆ Three (3) copies of Site Plan
- ◆ One (1) copy of lease documents for the Queen’s Chain (where applicable)
- ◆ Consent from the office of the Commissioner of Crown Lands (use of seabed)
- ◆ Coastal profile certified by a locally registered Coastal/Civil Engineer
- ◆ Three (3) copies construction details certified by a locally registered Coastal/Civil Engineer
- ◆ Coastal study
- ◆ Electrical certification from a locally registered Electrical Engineer (where applicable)
- ◆ Public Health Approval (where applicable)
- ◆ Environmental Impact Assessment (EIA)* (as directed)

Fees: ***\$3.23 per sq. m.*** *(footprint of the structure)*
 \$3.23 per sq. m. *(infill for beach nourishment)*

*See pages 59 - 63



Coastal Reclamation

An application for raising the seabed to above still water level requires the following:

- ◆ Cover Letter
- ◆ Project Brief
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) – to be obtained from the Survey and Mapping Section
- ◆ One (1) copy bathymetric map of the impacted area
- ◆ Three (3) copies of Site Plan
- ◆ Consent from the office of the Commissioner of Crown Lands (use of seabed)
- ◆ Notarized consent
- ◆ Coastal profiles (before and after reclamation) certified by a locally registered Coastal/Civil Engineer
- ◆ Three (3) copies construction details certified by a locally registered Coastal/Civil Engineer
- ◆ Scoping Report
- ◆ Coastal Study (as directed)
- ◆ Environmental and Social Impact Assessment (ESIA)* (as directed)

Fees: ***\$5,000.00 for every 20.25 hectares or any part thereof***

Coastal Dredging

An application for desilting marine waterbodies requires the following:

- ◆ Cover Letter
- ◆ Project Brief
- ◆ Land Register
 - body of water being dredged
 - location of spoil (if applicable)
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) – to be obtained from the Survey and Mapping Section
- ◆ Three (3) copies bathymetric map of the impacted area, showing existing and proposed levels.
- ◆ Three (3) copies of Site Plan showing area where material will be deposited (if applicable)
- ◆ Consent from the Office of the Commissioner of Crown Lands (use of seabed) (if applicable)
- ◆ Environmental and Social Impact Assessment (ESIA)* (as directed)

Fees: ***\$2,500.00 for every 10 hectares or any part thereof***

*See pages 59 - 63

Transfer of a Structure

An application for the transfer of a structure (removing a structure from one location to another) requires the following:



- ◆ Cover Letter
- ◆ One (1) copy of Location Plan showing existing site - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of Location Plan showing proposed site - to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register for proposed site - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (where applicable)
- ◆ One (1) copy of lodged Survey Plan
- ◆ Three (3) copies of site plan of proposed site
- ◆ Public Health Approval and/or WASCO Approval (where applicable)
- ◆ Three copies of floor plan, elevations, and sections, foundation details (if necessary)

Fees:

- *Transfer/Removal of a structure*
Less than 46.45 sq. m. **\$15.00**

- In excess of 46.45 sq. m.* **\$25.00**

Demolition of a Structure/Hoarding

An application for demolishing a structure requires the following:

- ◆ Cover Letter indicating
 - (a) Reasons for demolition/hoarding
 - (b) Method of demolition/hoarding
 - (c) Post and pre-site preparations
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (where applicable)
- ◆ Site plan with hoarding details certified by a locally registered Engineer (where applicable)
- ◆ Traffic Management Plan (where applicable)
- ◆ Letter of permission from constituency council for use of the side walk (where applicable)
- ◆ Approved Solid Waste Management Plan for demolition

Fees: **\$100.00**

Suitability of a Structure to Retail Liquor (Liquor License)

An application for the suitability of the structure for the purposes of obtaining a Liquor License requires the following:

- ◆ Three (3) Liquor License Forms completed – (to be obtained from the District Courts)
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission/lease agreement from land owner(s) (if applicable)
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP Map Extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section *
- ◆ Three (3) copies of Floor Plan showing separate male and female toilets
- ◆ Three (3) copies of Site Plan showing functional parking
- ◆ Recommendations from Fire Department
- ◆ Evidence of prior DCA approval for new buildings
- ◆ Structural report from a locally registered Engineer (where applicable)
- ◆ Public Health Approval* (where applicable)

Fees:

\$100.00



* Not required for grocery, mall, wholesale establishments

Advertisement Signs

An application is required to erect an advertisement sign as well as to change the display on an approved structure (display of a banner, billboard, wall, walkover, etc.) The submission requirements are as follows:

- ◆ Cover letter stating types of material to be used in the construction of the sign, types of lighting, etc.
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (if applicable)
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ Three (3) copies of the Site Plan to scale showing setbacks of the sign to the adjacent features such as the boundary, 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
- ◆ Electrical certification from a locally registered Electrical Engineer if sign is electrified



Fees:

\$30.00

Outdoor Advertisement Display Manual

Cabinet Conclusion Number **603 of 2017**

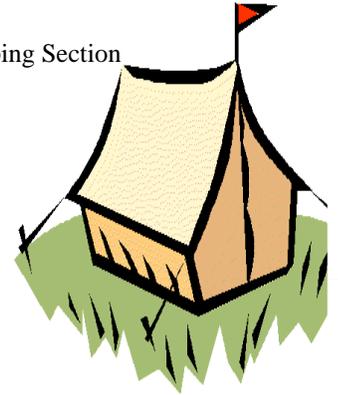
Electronic version is available from the Physical Planning Section by sending an email with the subject line "Request for Outdoor Advertisement Display Manual" to:

Executive Secretary
Development Control Authority (DCA)
Tel: 468-4457/ 468-4455
Email: physicalplanningstlucia@gosl.gov.lc

Tents

An application to erect a tent (for crusades, etc.) requires the submission of the following: -

- ◆ Cover letter indicating time period in which activity is to be scheduled
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- ◆ Notarized Letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plans showing:
 - Location of tent
 - Functional Parking
 - Toilet facilities
- ◆ 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 Department of Infrastructure, Ports and Energy
- ◆ Fire Approval
- ◆ Electrical certification from a locally registered Electrical Engineer



Fees:

\$100.00

Fees are waived for tents used for religious or community development purposes approved by the Department Equity, Social Justice, Empowerment and Human Services

Antenna/Satellite Dish/Tower

An application for the installation of communications equipment requires the submission of the following: -

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized Letter of permission from land owner(s) (if applicable)
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ Three (3) copies of Details of antenna including fixing details certified by a locally registered Engineer
- ◆ Three (3) copies of Site Plan
- ◆ Details of any structures (if applicable) certified by a locally registered Engineer
- ◆ Recommendation from the Saint Lucia Air and Sea Ports Authority
- ◆ NTRC (license to operate)
- ◆ ECTEL (licensing authority for telecommunications)
- ◆ Recommendations from Civil Aviation Department



Fees:

\$75.00

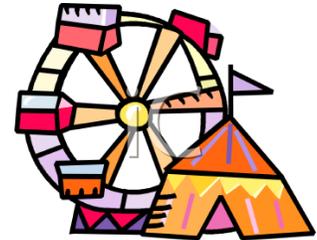
Additional facilities (buildings, etc.)

\$3.23 per sq. m.

Amusement Park/Recreational Park

An application for the erection of an amusement park requires submission of the following:

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized Letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of the Site Plan showing:
 - Location of tents, containers, huts, etc.
 - Functional Parking
 - Toilet facilities
- ◆ Three (3) sets of architectural drawings drawn to scale
- ◆ All drawings to be certified by a locally registered Engineer
- ◆ Public Health Approval (if applicable)
- ◆ Recommendations from the Fire Department
- ◆ Electrical Certification from a locally registered Electrical Engineer
- ◆ Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy
- ◆ 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:

Additional facilities and amenities including buildings

\$150.00 plus

\$3.23 per sq. m

Swimming Pool

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

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- ◆ Three (3) copies of Site Plan indicating minimum setbacks
- ◆ Three (3) copies of structural drawings certified by a locally registered Engineer
- ◆ Public Health Approval



Fees:

\$100.00

Parking Lot/Multi-Purpose Court

An application for the construction of a Parking Lot (parking of vehicles) /Multi-Purpose Court requires the following: -

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP Map Extract) with parcel clearly identified – to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register -to be obtained from the Land Registry Section
- ◆ Notarized letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan (showing parking arrangement/outlining court and seating area)
- ◆ Certified construction details for court including cross-sections



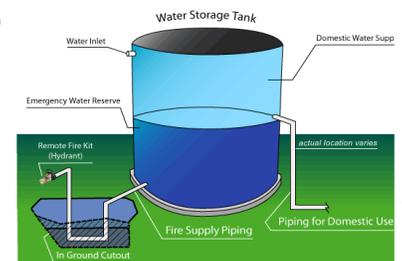
Fees:

\$3.23 per sq. m.

Storage Tanks/Cisterns

An application for the construction/placement of a Storage Tank/Cistern requires submission of the following:

- ◆ Cover letter
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized Letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan indicating minimum setbacks
- ◆ Structural details certified by a locally registered Engineer
- ◆ Fire Approval (if applicable)



Fees:

\$100.00

Fees are not applied to water tanks/cisterns submitted with an application for a residential development.

Gas Tanks

An application for the installation of a gas storage tank for a filling station requires the following:

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- ◆ Three (3) copies of Site Plan indicating minimum setbacks
- ◆ Three (3) copies of structural drawings certified by a locally registered Engineer
- ◆ Public Health Approval
- ◆ Fire Approval
- ◆ Approved Solid Waste Management Plan
- ◆ Structural certification by a locally registered Engineer

- ◆ Electrical certification by a locally registered Engineer
- ◆ Mechanical certification by a locally registered Engineer
- ◆ EIA* (where requested)



Fees:

\$200.00

Replacement Gas Tanks

An application to replace a gas tank requires submission of the following:

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified - to be obtained from the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan - to be obtained from the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register - to be obtained at the Land Registry Section
- ◆ Notarized Letter of permission from land owner(s) (if applicable)
- ◆ Three (3) copies of Site Plan
- ◆ Construction details certified by a locally registered Engineer
- ◆ Electrical certification from a locally registered Electrical Engineer (if applicable)
- ◆ EIA* (where requested)

Fees:

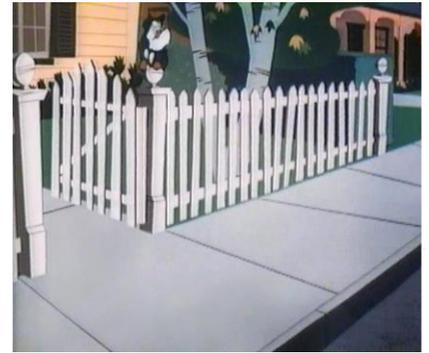
\$200.00

*For requirements see pages 59 - 63

Fencing/Retaining Walls

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

- ◆ Cover letter
- ◆ One (1) copy of Location Plan (topographic sheet and LRTP map extract) with parcel clearly identified – to be obtained at the Survey and Mapping Section
- ◆ One (1) copy of lodged Survey Plan – to be obtained at the Survey and Mapping Section
- ◆ One (1) recent copy of Land Register – to be obtained at the Land Registry Section
- ◆ Three (3) copies of Site Plan showing area to be fenced
- ◆ Details:
 - cross section indicating height of fence
 - foundation footing
 - etc.
- ◆ Engineering certification (where applicable)



Fees:

\$1.08 per sq. m.

(Face [derived from elevation] of wall/fence)

MANAGEMENT PLANS REQUIREMENTS

1. Site Management Plan to include:

- ◆ Site Plan indicating:
 - Entrance/exit to the site
 - Areas for storage of materials, equipment, mixing areas, etc.
 - Location of site office and portable toilets, etc.
 - Site hoarding

- ◆ Hoarding details certified by a locally registered engineer
- ◆ Letter of permission from the Constituency Council for use of the sidewalk
- ◆ Signage providing description of project/contractor, etc.
- ◆ Details of signage



2. Traffic Management Plan approved by the Department of Infrastructure, Ports and Energy, Union, Castries.

Tel. No. 468-4300/468-4311

GENERAL GUIDELINES FOR DEVELOPMENTS ALONG HIGHWAYS

1. "Slow - Construction Vehicle Crossing Ahead" signs are to be placed at least 75m ahead of the main intersection (on both sides) along the Highway. These signs should be reflective and be of white background with red lettering.
2. No vehicles (motorized or otherwise) should be parked or left idling along the highway. This includes site vehicles and those driven by workers.
3. No construction material should be stored along the highway (including the soft shoulders).
4. Where there is need to employ/obtain the assistance of a Traffic Officer for the purpose of controlling traffic, request for assistance must be made in advance to the Traffic Department.
5. You are required to inform in writing of the scheduled commencement date of construction activities to the Traffic Section.

You are required to obtain approval for the traffic management plan specific to your site.

3. Solid and Liquid Waste Management Approval from the Saint Lucia Solid Waste Management Authority, Sans Soucis, Castries. Tel. No. – 453-2208

MATTERS FOR WHICH AN ENVIRONMENTAL IMPACT ASSESSMENT (EIA) IS ORDINARILY REQUIRED

FOURTH SCHEDULE

Physical Planning and Development Act, Cap. 5.12

1. Hotels of more than the number of rooms specified in the Regulations
2. Subdivisions of more than the number of plots specified in the Regulations
3. Residential development of more than the number of units specified in the Regulations
4. Any Industrial plant which in the opinion of the Head of the Physical Planning and Development Division is likely to cause significant adverse environmental impacts
5. Quarrying and other mining activities
6. Marinas
7. Land reclamation, dredging and filling of ponds
8. Ports
9. Dams and reservoirs
10. Hydro-electric projects and power plants
11. Desalination plants
12. Water purification plants
13. Sanitary land fill operations, solid waste disposal sites, toxic waste disposal sites and other similar sites
14. Gas pipeline installations
15. Any development projects generating or potentially generating emissions, aqueous effluent, solid waste, noise, vibration or radioactive discharges
16. Any development involving the storage and use of hazardous materials
17. Coastal zone developments
18. Development in wetlands, marine parks, national parks, conservation areas, environmental protection areas or other sensitive environmental areas.

**Need Information on the status of your Application?
Call our Front Desk at 468-4457/4455**

Fees are presently under review and are subject to change

Environmental and Social Impact Assessment (ESIA) Process

Application Registration and Appraisal

- a) Application submitted by developer to DCA, registered, fees paid;
- b) Application assigned to an appraising officer;
- c) Officer reviews the application, undertakes a site visit with developer, consults applicable legislations, reviews other relevant documents, discusses proposal at technical committee meeting and prepares appraisal for consideration by the DCA Board.

Board Decision: EIA to be prepared

- a) Board considers appraisal recommendations presented by appraising officer;
- b) Board makes decision that EIA should be prepared and submitted according to set guidelines;
- c) Developer is informed of decision.

Terms of Reference (TOR) composed from input of referral agencies

- a) Appraising officer engages referral agencies on input to form the TOR;
- b) Appraising officer organizes site visit with referral agencies and developer;
- c) Referral agencies submit input to form TOR to DCA;
- d) Appraising officer compiles input from referral agencies, discusses draft TOR at technical committee meeting and prepares an appraisal for consideration by the DCA Board.

Board Decision: Approval of TOR

- a) Board considers and approves with conditions TOR presented by appraising officer;
- b) Developer is issued the TOR and informed to identify an appropriate team;
- c) Team member's CV's are submitted for consideration;
- d) Appraising officer reviews the CVs, discusses CVs at technical committee meeting and prepares an appraisal for consideration by the DCA Board.

Board Decision: Approval of EIA Team

- a) Board considers and approves with conditions and guidelines⁶ EIA team presented by appraising officer;
- b) Developer is informed of Board decision and engages EIA team to undertake EIA report.

Board Decision: Approval of EIA

- a) Developer submits EIA to DCA;
- b) Appraising officer distributes EIA documents to referral agencies for review and comments;
- c) Referral agencies submit comments to appraising officer;
- d) Appraising officer reviews EIA, and together with comments from referral agencies discusses EIA report at technical committee meeting and prepares appraisal for consideration by DCA Board;
- e) Board considers appraisal and approves EIA with conditions.

Developer submits application for Approval incorporating outcomes from EIA

GUIDELINES FOR THE PREPARATION OF AN ESIA

The consultant (team) is expected to undertake the following tasks:

Tasks

- ✓ Task 1- Review and describe the proposed development, brief description of the project elements using drawings, etc.
- ✓ Task 2- Survey and describe the physical and biological environments.
 - Assemble, evaluate and present baseline data on relevant characteristics of the environment as relates to the project site and the immediate surroundings.
- ✓ Task 3- Analyze impacts.
 - Quantitative and qualitative analysis of negative impacts.
 - Positive effects should also be highlighted.
- ✓ Task 4- Present alternatives or actions to mitigate predicated impacts.
 - Alternatives or actions should be realistic in terms of available technology and recourses.
 - Cost implications should also be noted.

Deliverables

The consultant (Team) is expected to prepare a clearly written ESIA which will be presented to the Development Control Authority for consideration. The main text should be written in a manner that is understood for the most part by persons with non-technical background.

Very technical material should be provided as appendices or annexes. The format of the report should be as follows:

- a. Executive Summary;
- b. A description of the physical environment of the development;
- c. Data necessary to identify and assist the main components which the development is likely to propose;
- d. A comprehensive plan to monitor the implementation of mitigation measures for the development during construction and operation of the development.

Roles

The consultant should be aware that the Development Control Authority shall provide technical support and advice. Any clarification on the scope of work should be sought from the Physical Planning Section.

Logistics

The logistical arrangement for conducting the ESIA is the responsibility of the developer and consultant.

1. Upon completion of the ESIA the developer submits to the DCA eleven (11) copies on a flash drive/cd and four (4) hard copies;
2. These copies of the ESIA are forwarded by the DCA to the referral agencies/ministries for review based on the approved TOR;
3. Referral agencies forward responses to the DCA;
4. Technical Staff of the DCA prepares an appraisal with recommendations based on responses from the various referral agencies/ministries;
5. Appraisal is reviewed by the Board of the DCA and a decision is taken either:
 - a. To approve the ESIA with conditions;
 - b. Defer the ESIA pending an addendum to address any outstanding issues.
6. Upon approval by the DCA Board of the ESIA, the developer submits an application for Approval for consideration by the DCA Board incorporating measures outlined in the ESIA.

Referral Agencies/Ministries

The agencies involved in the EIA process vary depending on the project to be undertaken. Therefore, some or all of the agencies/Ministries listed below will be involved in the EIA process:

1. Department of Agriculture, Fisheries, Natural Resources and Co-operatives in terms of impacts on coral reefs, mangroves, fisher folks and other issues pertinent to the said Ministry;
2. Department of Infrastructure, Ports and Energy
 - a. Saint Lucia Air and Sea Ports Authority-impact of projects on air ports and sea ports;
 - b. Department of infrastructure- impacts on infrastructure (roads, bridges, canals etc.) and any other issues which are pertinent to the said Ministry;
3. Department of Sustainable Development with regards to the environment, air quality, forest reserves, wild life, flora and fauna, endemic and protected species, energy, water quality and other issues pertinent to the said Department;
4. Ministry of Health and Wellness- with regards to solid and liquid waste, health and other environmental issues;
5. Department of Physical Planning-

- a. Physical Planning Section – general impacts
 - b. Crown Lands Section with regards to the Queen’s Chain and Crown (Government) lands;
6. Saint Lucia National Trust- areas of protected landscape that falls under “The Systems of Protected Landscape- a document of the Saint Lucia National Trust which lists areas in Saint Lucia that are protected and any other issues related to the said agency;
 7. The Archeological and Historical Society- input with regards to archeological and historical artifacts and other issues which are pertinent to the said organization
 8. Water and Sewage Company (WASCO) – With regards to implications for water supply and demand
 9. Saint Lucia Electricity Services Limited- with regards to demand and supply of electricity;
 10. Department of External Affairs with regards to airports, heliports and other issues pertinent to the said Department.

In addition to the above, other Agencies, Departments and Ministries may be consulted depending on the type of development to be undertaken.

GLOSSERY

1. Appraising Officer is a Physical Planning Officer of the Physical Planning Section
2. Technical Committee Meeting is a weekly scheduled meeting of the Physical Planning Officers of the Physical Planning Section, Department of Physical Planning
3. DCA Board is the Development Control Authority Board and is referred to as Board throughout the document
4. EIA refers to Environmental Impact Assessment. The process to formulate an EIA is the same as that of an ESIA.

REFERRAL AGENCY RECOMMENDATIONS

Developers are to verify the submission requirements prior to applying to the various agencies.

Fire Department

Tele. No: 452-3334

Expiration Date of Recommendation

- Validity of safety recommendations for new buildings is two years
- Validity of extensions and refurbishments to existing buildings is eighteen (18) months
- Note that this period commences from the stamp date on the drawings which should correspond with the letter or recommendations
- Issues which will need new referral

Any changes to affect escape routes (stairways and exits) or alter the layout of the building, even though within the validation period nullifies the recommendations. These changes include:

- Any changes made to exit/staircase arrangements
- Change of location of building
- Change of occupancy type from the appraised type
- Change in the use of construction material e.g. from concrete to glass

Checklist for Commercial, Touristic, Industrial Applications, etc.

1. Cover letter addressed to the Chief Fire Officer stating intended use of property (include contact telephone number)
2. Location Plan clearly defining site and include landmarks where possible
3. Two complete set of drawings to include:
 - Site Plan
 - Floor Plan showing layout of equipment where possible
 - Elevations
 - Sections
4. A Request Form to be completed (obtained at the Fire Service Department)
5. The stipulated fee (see Table 1)

Checklist for Liquor License Applications

1. Cover letter addressed to the Chief Fire Officer stating intended use of property (include contact telephone number)
2. Location Plan clearly defining site and include landmarks where possible
3. Two (2) copies of Floor Plan showing layout of equipment where possible
4. A Request Form to be completed (obtained at the Fire Service Department)
5. The stipulated fee (see Table 2)

Fire Department Cont'd.

NEW

Table 1

Under 100 sq. m. (1000 sq. ft.)	\$50.00
100 - 500 sq. m. (1000 – 5000 sq. ft.)	\$150.00
500 – 1000 sq. m. (5000 – 10,000 sq. ft.)	\$300.00
Over 1000 sq. m. (10,000 sq. ft.)	\$600.00

EXISTING

Table 2

Under 100 sq. m. (1000 sq. ft.)	\$50.00
100 - 500 sq. m. (1000 – 5000 sq. ft.)	\$75.00
500 – 1000 sq. m. (5000 – 10,000 sq. ft.)	\$150.00
Over 1000 sq. m. (10,000 sq. ft.)	\$250.00

Department of Environmental Health

Checklist for Residential Apartments/Commercial Applications

1. Two properly and neatly completed copies of sewage application form to include:
 - Name in full
 - Address of Owner
 - Contact telephone number
 - Location of site
2. Cover letter (brief detailed description of project or development)
3. Proof of ownership permission letter to utilize land
4. Two (2) copies of map sheets with proposed development site clearly indicated
5. Two (2) copies of survey plan
6. Two copies of topographical map
7. Location plan easy to read with conspicuous land marks or structures such as public buildings, neighbouring residential premises, etc.
8. Two site plans indicating:
 - Scale of drawing 1 in 20
 - Design layout of lot to scale
 - North point
 - Size of lot
 - Size of building
 - Area of open space
 - All boundaries clearly demarcated
 - All access roads indicated
 - Dimensions of lot
 - Dimensions of building
 - Name of owner and architect / draftsman printed
 - Waste storage facilities
 - Main and branch water lines (WASCO mains and feeder lines to the house)
 - Capacity and location of auxiliary water supply
 - Surface drains indicated
 - Grey water lines into surface drains
 - Sub-soil effluent disposal system located not less than 50 feet away from any water course
 - Sub-soil effluent disposal system located not less than 10 feet from boundary lines
 - Design layout of septic tank to scale
 - Span of sewage line not more than 30ft
 - Capacity and location of auxiliary water supply
 - Site plan not drawn in pencil
 - White / wipe out not used on the plan
 - Fonts readable
9. Two (2) Detailed Floor plans
 - (a) Design layout of building to scale
 - (b) Layout of fixtures, lavatories, toilet bowls, showers, etc.

Department of Environmental Health

Checklist for Residential Apartments/Commercial Applications Cont'd

10. Building Elevations
11. Two (2) copies of detailed drainage plans
12. Two (2) copies of detailed plumbing plans (including isometrics)
13. Environmental Impact Assessment (EIA)
14. Environmental Information System (EIS)

TECHNICAL SERVICES GUIDELINES WATER AND SEWERAGE COMPANY INC. (WASCo)

The requirements for applications to the Water and Sewerage Company Inc. (WASCO) for water supply for the following categories of developments.

1. Domestic Housing Developments. (Five (5) lots or more)
2. Hotels and other touristic developments
3. Institutional developments (Schools, hospitals etc.)
4. Industrial developments
5. Commercial developments (as determined by WASCO)
6. Any other development (as determined by WASCO)
7. Expansions of any of the above listed
8. Connections above one (1) inch

The Technical Services Department of WASCO is responsible for the approval of non-domestic applications for water supply. The department provides the following services:

1. Review and approval of water reticulation design
2. Review and approval of wastewater design
3. Engineering design of water reticulation systems
4. Engineering design of wastewater collection and treatment systems
5. Estimates of water and wastewater infrastructure costs
6. Implementation/Installation of water and wastewater systems

PROCEDURE FOR APPLICATION FOR WATER SUPPLY

Preliminary Consultation / Approval in Principle

All enquiries by Developers/Consultants on water supply availability to proposed developments should be directed to the Technical Services Coordinator. WASCO will provide information on water supply availability, size of existing water mains and their proximity to the site of the proposed development and the need for storage tanks and pumps. This advice/feedback to developers will be dependent on the outcome of a joint internal consultation between the Water Services and/or Wastewater Services Departments.

Developers should consult DCA for advice on the approval process. Developers are recommended to approach WASCO for preliminary on-site and in-office consultation prior to DCA approval.

Application for Water Supply

All applications shall be made to the Technical Services Coordinator on the prescribed application form TSF-001 (Schedule D) and duly signed by the developer/consultant or his representative. (WASCO shall be informed of the approval of all developments by the DCA).

The following documents shall be submitted with each application. These shall be attached to the application form at the time of application.

Table 1. Document Submission Schedule

Services	Documents Required	Format	No of copies
Review and approval of water reticulation/ sewerage system design Water reticulation plan and/or sewerage design	Water reticulation plan and or sewerage design plan	Digital	2
	Approved subdivision plan	Hard Copy	1
	Topographic survey	"	1
	Road Plan	"	1
	Road Profiles	"	1
	Drainage Plan	"	1
	Drainage Details	"	1
	Location Plan	"	1
	Pipe Culvert Crossing Details (if any)	"	2
	Tank Plumbing Plan & Elevation (for water reticulation system only)	"	2
	Thrust block schedule (for water reticulation system only)	"	2
Engineering Design (Water and /or Sewerage)	Approved subdivision plan	"	2
	Topographic survey	"	2
	Location map	"	1
Estimate for Implementing Water Reticulation or Sewerage System	SAME AS FOR REVIEW & APPROVAL OF DESIGN	"	1

Application Fees

The following are the fees to be applied for each category of service. Any additional works required to augment the information supplied by the developer shall be billed to the Developer/consultant. The developer/consultant shall be informed of these additional requirements and the requisite fees before any works are undertaken by WASCO.

Table 2. Fee Schedule

Services	Fee
Review and approval of water reticulation plan	\$ 1,030.00
Review and approval of sewerage plan	\$ 1,030.00
Engineering design of water reticulation system	
300 – 1000 lf	\$ 2,820.00
1001 – 2000 lf	\$ 3,370.00
2001 – 4000 lf	\$ 5,720.00
4001 – 6000 lf	\$ 8,530.00
Over 6000 lf	\$1.80 per LF
Engineering design of sewerage system	Same as water reticulation system
Estimate for implementing water reticulation and/or sewerage system infrastructure	\$400/estimate
Infrastructure cost	Dependent on type of development and # of lots (for residential developments approx. \$2000/lot)

The Technical Services Coordinator may fix fees for services not stated above from time to time. Fees will be charged for items, which have been omitted at the time of application.

DESIGN REQUIREMENTS

GENERAL

An approved water reticulation plan is required for developments in excess of 5 lots or where the development is located more than 300 feet from the closest WASCO Facility. All systems shall be designed to WASCO standards (Schedule C).

All water reticulation and sewerage plans must be stamped and signed by a registered engineer of the state according to the Engineers (Registration) Act, Chapter 13.10 Section 13.

The Developer/Consultant shall provide location and layout plans together with details such as water requirements, type of development, phasing of development, temporary water supply requirement during construction stage and approximate date of completion of project including date when water supply is expected to be turned-on.

INSTALLATION

Water Reticulation system

The developer shall provide WASCO with proof of DCA approval before line installation. The developer shall install all mains, connections, pumping stations and storage tanks associated with the development in accordance with the approval granted by WASCO and shall bear the full cost of installation of these works. All works shall be installed by an approved WASCO plumbing contractor. WASCO approved plumbing contractor requirements is provided in Schedule B. The developer shall inform WASCO of his intention to commence installation at least two weeks in advance of the commencement of works. WASCO will assign an officer who will monitor the installation of pipelines to verify that works are carried out according to the approval granted.

Infrastructure Charge

Definition

In the event a development can be supplied via WASCO water mains an infrastructure charge will be associated with the development. The infrastructure charge is the cost of any upgrades which will be required on WASCO's existing system in order to provide a reliable supply to a new development and maintain an acceptable level of service to existing customers. This may include but is not restricted to increases in pipe sizes, pump sizes, storage volumes and treatment volumes.

However, in the event WASCO's system cannot meet the development potable water demand, the developer is responsible for providing, but not limited to, the following which in this case would automatically nullify the infrastructure charge:

- o A glass fused to steel storage tank, the capacity equal to three times the daily storage. Tanks should be complete with:
 - Bar level
 - Float valve, and
 - A washout constructed within the floor slab.
 - WASCO should be presented with tank details and an erection schedule in order to monitor the construction.
 - The lot containing the tank should be acquired by the Developer and vested in WASCO.
- o A dedicated pumping mains from the pump and pump house to the storage tank and
- o Two pumps, one duty and one standby pump; pumps are to be of the Grundfos brand. Pumps should be ordered complete with control panels, plumbing fittings, valve(s), flange adaptors and pressure gauges.

Calculation

The infrastructure charge for residential shall be prorated on the basis of the number of households in the new development versus the total number of households directly affected by the draw-off unless there is a substantial charge in the development. The infrastructure charge for other development types will be calculated using the same principle of water consumption draw – off from those developments.

Payment

WASCO will indicate the applicable infrastructure charge at the time of approval of the development. The developer shall pay the full amount of the infrastructure charge before connection is effected to the development and is non reimbursable.

Mains Connection

The Developer shall bear the cost for the installation of all piping and fittings to connect his development to WASCO's distribution system. Final connections to in-service mains shall be undertaken by WASCO.

Commissioning Costs

WASCO will undertake the commissioning of all new water reticulation systems. Commissioning shall include the pressure testing, chlorination, flushing and bacteriological testing of pipelines. A fee will be charged for commissioning works as follows.

Table 3 Commissioning works

Services	Fee
Pressure testing 300 – 1000 lf	\$1,500
1001 – 2000 lf	\$2,000
2001 – 4000 lf	\$2,500
4001 – 6000 lf	\$3,000
Over 6000 lf	\$1.25 per ft of pipe
Flushing & Washing of pipelines	\$300 per 1000 ft of pipe
Chlorination	\$150 per 1000 ft of pipe
Bacteriological testing	\$100 per 1000 ft of pipe
Repeat Pressure Test	\$500 per test

Developer Contributions and Cost -Sharing

Where it is determined that the upgrades to be implemented will also accrue to existing customers, WASCO may co-finance the cost of improving the service to existing customers by providing only the labor for installation of pipelines. WASCO reserves the right to allow the connection of future customers to the system installed by the developer.

LAND ACQUISITIONS AND RIGHTS OF WAY

The developer shall be responsible for the negotiation of all rights of way for installation of pipes. Where pipes are to be laid on property not owned by the developer, the developer shall confirm permission to use the property. The property owner shall indicate such permission on the approved WASCO form (see schedule A) and produce proof of ownership. No approval shall be granted by WASCO in the absence of a signed document by the legal land owner.

HANDOVER

All pipe-work and appurtenances shall be handed over to WASCO for the purposes of operation and maintenance. The pipe-work and appurtenances along with any property shall be vested in the Water and Sewerage Company Inc. WASCO reserves the right to connect customers subject to the contingencies of this policy.

OPERATIONS AND MAINTENANCE

WASCO shall be responsible for the operations and maintenance of the pipework and appurtenances and any attached property and all associated costs.

WASTEWATER

WASCO will take over and operate sewer network and interception tank. At a point where it becomes feasible a treatment plant will be installed.

ANNEX 1

- i) Reference Number
- ii) Date of submission
- iii) Number of plans submitted
- iv) Applicant's name
- v) Block and Parcel Number
- vi) Location of development
- vii) District
- viii) Approval type (full approval or approval in principle)
- ix) Application type e.g. commercial, residential, subdivision, etc.
- x) Other types of applications not specified under application type, e.g tent, fence.
- xi) Area of development (building area or area of lots for subdivisions)
- xii) Number of bedrooms
- xiii) Number of lots
- xiv) Fees
- xv) Department Circulation dispatched and returned, i.e. receipt numbers
- xvi) Designer's Name
- xvii) Registering Officer's Name

ANNEX 2

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

REFERENCES AND RECOMMENDED SOURCES

The following is the source material on the design standards presented in this guide.

- A Manual for Developers, February, 1988.

NOTES