

**NEVIS ISLAND ADMINISTRATION**  
MINISTRY OF COMMUNICATION & WORKS, POST, WATER, PHYSICAL  
PLANNING, NATURAL RESOURCES AND ENVIRONMENT  
**Department Of Physical Planning, Natural Resources and Environment**  
**(DPPNRE)**

**Roof Top Tips from Physical Planning**  
**Who we are and what we do**

**The Department of Physical Planning, Natural Resources and Environment (DPPNRE)** is charged with the responsibility of granting permission to develop lands according to the laws that govern development on Nevis.

**What Laws govern Development on Nevis?**

- \* The Nevis Physical Planning & Development Control Ordinance (2005)
- \* The National Conservation and Environment Protection Act (NCEPA)
- \* The St. Kitts/Nevis Building Codes and Guidelines
- \* The Nevis Physical Development Plan

**Functions of the Physical Planning Department**

- Forward Planning— to promote the sustainable use of land, to include environmental research, land use and zoning plans, physical development standards and guidelines.
- Development control — to provide guidance and development activities by ensuring their consistency and conformity with development regulations, approved planning standards and guidelines.
- Guide development applications to promote environmentally prudent use of land, and implement an integrated spatial planning system.
- Encourage compliance with national and international agreements that are binding on the island of Nevis
- Provide a platform for which Geographic Information can be shared between government agencies, NGO's and the public.

**For more information-**

**Visit our Office or Contact us @ 469-5521/Ext.2040/6302**

**Email: [nevplan@yahoo.com](mailto:nevplan@yahoo.com)**



## **EIA PROCESS FRAMEWORK**

- STAGE 1:** SUBMISSION OF PROJECT APPLICATION WITH PROJECT PROPOSAL FOR IN-PRINCIPLE APPROVAL. (*EC\$200.00*)  
Responsible party: Developer(s)
- STAGE 2:** SCREENING OF PROJECT APPLICATION FOR ENVIRONMENTAL CONCERNS, AND NOTIFICATION  
Responsible party: Department of Physical Planning
- STAGE 3:** SUBMISSION OF TERMS OF REFERENCE  
Responsible party: (Developer(s) / Department of Physical Planning
- STAGE 4:** ACCEPTENCE OF TERMS OF REFERENCE.  
Responsible parties: Developer(s) / Department of Physical Planning
- STAGE 5** COMPLETION OF EIA. (LIMITED EIA *EC\$2000* /FULL EIA *EC\$5000*)  
Responsible party: Developer(s)
- STAGE 6:** PREPARATION AND SUBMISSION OF ENVIRONMENTAL IMPACT ASSESSMENT REPORT  
Responsible party: Developer(s)
- STAGE 7:** REVIEW OF EIA REPORT AND NOTIFICATION  
Responsible party: Department of physical Planning
- STAGE 8:** IMPLEMENTATION  
Responsible party: Developer(s)
- STAGE 9:** MONITORING  
Responsible parties: Developer(s) / Department of Physical Planning

## **APPLICATION FOR DEVELOPMENT PERMIT**

1. Completed Application Form
2. Registered Ownership Document (Title or Deed)
3. Location Plan (done by Physical Planning)
4. CONSTRUCTION DRAWINGS
  - Site Plan
  - Foundation Plan
  - Floor Plan
  - Electrical Plan
  - Plumbing
  - Roof Plan
  - Elevations
  - Cross Section
  - Structural Details
  - Septic, soakaway, and or sewage treatment details (maintenance plan)
  - Fencing details (if any)
  - Landscape plan

## **BASIC REQUIREMENTS OF A PROJECT PROPOSAL DOCUMENT**

Outlining, but not limited to the following (at the 'in-principle' approval stage):

1. Type of Development—detail explanation
2. Phasing of Development
3. Benefits—Social, Physical, Economical, and Environmental
4. Waste Disposal
5. Landscaping
6. Drainage
7. Costing/ Market Analysis
8. Infrastructure
9. Any other necessary supporting information (including a detailed master plan)

## **BASIC REQUIREMENTS FOR SUBDIVISION PROPOSALS**

The following must be submitted before the application can be considered

### REQUIREMENTS

- a. Completed application form
- b. Site plan at one of the following scales:    1: 100    1: 50    1: 32
- c. Location map must be at a scale of 1:2500
- d. Evidence of Ownership: i.e Certificate of Title or Deed. In the case where the applicant is not the owner of the property, written and legible permission from the owner must be obtained.

The Layout Plan should:

- a. Indicate lot areas, lot numbers, all existing and proposed roads and their appropriate grades and also pedestrian access ways.
- b. Indicate all existing buildings, adjoining owners, as well as particulars of any outstanding features
- c. Where appropriate, indicate existing and proposed drainage details, ghauts and watercourses.
- d. Indicate contour lines at 10ft intervals on subdivisions in excess of 20 lots.

**The above information should be submitted in triplicate to the Department of Physical Planning Natural Resources and Environment.**



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***CLASSES OF APPLICATIONS***

- ◆ Applications for the construction, alteration, extension, renovation or demolition of timber frame buildings/buildings to which the Building Guidelines apply.
- ◆ Applications for the construction, alteration, extension, renovation or demolition of single-family dwelling houses on building lots within approved land development schemes.
- ◆ Applications for the conversion of single family dwelling houses of less than 300 square metres (3,300 square feet) gross floor area into two or more separate dwelling units.
- ◆ Applications for the change of use of buildings within the boundaries of Charlestown from residential use to commercial use as offices or shops.
- ◆ Applications for the display of advertisements.



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**MATTERS FOR WHICH ENVIRONMENTAL IMPACT ASSESSMENT**  
**IS ORDINARILY REQUIRED**

- ◆ Hotels;
- ◆ Sub-divisions of more than 4 lots;
- ◆ Residential development of more than 4 units;
- ◆ Any industrial plant which is likely to cause significant adverse environmental impact;
- ◆ Quarrying and other mining activities
- ◆ Marinas;
- ◆ Land reclamation, dredging and filling of ponds;
- ◆ Airports, ports and harbours;
- ◆ Dams and reservoirs;
- ◆ Hydro-electric projects and power plants;
- ◆ Desalination plants;
- ◆ Water purification plants;
- ◆ Sanitary land fill operations, solid waste disposal sites, toxic waste disposal sites and other similar sites;
- ◆ Gas pipeline installations;
- ◆ Any development projects generating or potentially generating emissions, aqueous effluent, solid waste, noise/vibration or radioactive discharges;
- ◆ Any development involving the storage and use of hazardous materials;
- ◆ Coastal zone developments;
- ◆ Development in wetlands, marine parks, national parks, conservation areas, environmental protection areas or other sensitive environmental area.

**PLEASE NOTE** - **NO** construction work should commence before receiving the necessary approvals from the Department of Physical Planning. Failure to comply could result in Penalty Fees being applied.

