

- Fees**
- \$2,000.00 for residential purposes
 - \$5,000.00 for any purpose other than residential
- Submittal Requirements**
- All rezoning applications shall include the following documents.
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.
- a. Complete the application form online via OPS
 - b. Attach the following documents:
 - Site/location Plan showing the site to be rezoned outlined in red. This plan can be a copy of the Registry Map, scaled at 1:2,500 or 1:5,000 and less than 60 days old;
 - a conceptual site plan illustrating the proposed development (optional); and,
 - A cover letter stating the reasons for the Rezone request.
 - Land Register and Registry Map Extract, both less than 60 days old.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

Plan Review Process

The application is received by the Assistant Director of Planning (Policy Development) or in his/her absence, to the Planning Officer (Policy Development). The application is reviewed and a report prepared for the Central Planning Authority's (CPA) consideration. The report addresses issues such as, but not limited to, surrounding zones, land uses, proposals for the area, and possible impacts of the rezone.

The CPA determines whether or not to support the application. If the CPA supports the application, advertisements are prepared. However, if the CPA does not support the application the applicant may appeal that decision.

Advertisement

If the CPA supports the application, an advertisement is prepared by the Planning Department and published in two issues of two consecutive weeks (four (4) times) in a public newspaper circulating in the Islands.

If, at two months after the last advertisement has appeared and there are no objections, the application is again submitted to the CPA stating that there were no objections. The CPA then recommends that the application be forwarded to the Legislative Assembly (LA) for a presentation by the Assistant Director of Planning. This process takes approximately 10 weeks.

If objections are received during the two-month notification period, then the requested amendment and the objections are forwarded to the Ministry with the recommendation that the Appeals (Development Plan) Tribunal review the application. The Tribunal hears the objector(s), the applicant, and the CPA. The CPA then reconsiders the rezone in light of the tribunal's report and either amends its original decision by

incorporating part, or all the tribunal's recommendation, and then forwards the reports to the Legislative Assembly via the Ministry.

Amending the Plan

The report with all accompanying documentation deemed necessary is forwarded to the Ministry for forward transmission to the Legislative Assembly. If the Legislative Assembly approves the Rezone, the Planning Department (Policy Development) section, upon receipt of notification that it was approved, amends the Development Plan map to reflect the change.

On average, the rezoning process requires a minimum of six (6) months.

Process Diagram

