

DID YOU KNOW?

That you need Planning Approval under the Town & Country Planning Act before you change the use of a property as zoned under the Development Order, 1966?

That it is a breach to begin using a property contrary to the approved zoning and you can be fined up to \$25,000 in Court and \$5,000.00 for each day thereafter that the breach continues?

That you can send in an enquiry application to the KSAC to determine whether Planning Approval would be granted for a contemplated change of use of a property?

For more information, contact:

Planning Department
(876) 967-0585/4195 ext. 267, 268, 269, 294

Building Department
(876) 967-0585/4195 ext. 280, 281, 283, 278, 279

Address: 24 Church Street, Kingston

Tel: (876) 967-0585/4195

Fax: (876) 967-5072

Website: www.ksacorp.gov.jm



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**KINGSTON & ST. ANDREW
MUNICIPAL CORPORATION'S**

**REQUIREMENTS FOR CHANGE/
RETENTION OF USE
APPLICATIONS**

Applicants are required to note the following requirements before submission of applications. The KSAMC will not accept applications, which are incomplete.

CHANGE/RETENTION OF USE APPLICATIONS

The following drawings and documents are required when submitting this type of application:

1. Two (2) copies of the development application form and documents are required.
2. One (1) copy of the subdivision approval, where necessary, showing the location of land within the subdivision.
3. Four (4) copies of local plans at a scale of 1:2,500 or 1:12,500 (planimetric maps)
4. Four copies of:
 1. A site layout plan at an appropriate scale showing the deposition of the building(s) on the land together with:
 - a. Circulatory system including ingress/egress
 - b. Parking layout
 - c. Size of land
 - d. Planning information (e.g. Habitable rooms, number of units, floor space, ground cover, dimensions of parking lots, boundaries of land, setbacks, road reservation and roadways etc.)

- II. Fully detailed drawings illustrating
 - a. The external appearance of the building (s)
 - b. Plot boundaries
 - c. Floor plans showing the existing and proposed layout and use
 - d. Plans illustrating any other operational development contemplated
 - e. Sewage and disposal system
 - f. Building lines
 - g. Drainage
5. Landscaping plans showing the exact location of existing and proposed vegetation
6. Written details of the use contemplated
7. Documentary evidence of ownership of the property, if applicant's name is not on the title. (Proof of ownership may take the form of an attested Sales Agreement or a letter from an Attorney at Law)
8. Certified copy of the registered title
9. Current Certificate of Property Tax Payment
10. Surveyor's ID Report



WHEN IS A CHANGE/RETENTION OF USE APPLICATION NECESSARY?

A **Change of Use** application is necessary when an applicant wishes to conduct a use that is contrary to the zoning as stipulated in the Town & Country Planning (Kingston) Development Order, 1966. (e.g. an applicant wishes to operate a commercial entity in an area that is zoned for residential purposes)

A **Retention of Use** application is necessary where an applicant has already begun operating an entity that is contrary to the zoning and wishes to seek approval to continue/retain the operation.

In both cases, after the KSAC conducts a site inspection, the application is forwarded to the Town & Country Planning Authority by virtue of Section 12 1(a) of the Town & Country Planning Act. Upon determination, the Authority advises the applicant and the KSAC in writing.



Where construction is involved, the applicant will be required to obtain Building Approval from the KSAC prior to beginning such construction works.

NB. Plans must be signed and stamped by a Registered Architect