



# DEPARTMENT OF PLANNING

2017-2018 ANNUAL REPORT

*Central Planning Authority (CPA) and Development Control Board (DCB)*

# Table of Contents

---

## 2017-2018 Annual Report

---

---

Report Summary	3
Example Images	4
Message from the Chairman (CPA/DCB)	5
Functions and Responsibilities:	6-7
1. The Department of Planning	
2. The Central Planning Authority (CPA)	
3. The Development Control Board	
Planning Approvals	8-9
1. Performance- CPA/Admin Projects (Sector/Supplementary Sector)	
2. Appeals	
3. Compliance	
Building Control Approvals	10
1. Performance– Permit / Certificate of Occupancy	
Sister Islands	11
1. Development Control Board	
2. Performance (Sector Approval)	
Department Revenue and Expenditure	12
Online Planning System (OPS)	13
Did You Know?	14
Contact Information	15

---

# Report Summary

---

This report was compiled by the Policy Development Section of the Department of Planning. It is inclusive of a variety of data, as well as brief accompanying commentary on that data to demonstrate the accomplishments of the Department of Planning, the Central Planning Authority, and Development Control Board. It serves to give readers a comprehensive understanding of what occurred in the Cayman Islands in terms of physical development during the fiscal year 2017-2018. Indicators of development such as projects approved, permits granted, certificates of occupancy issued, and revenue generated are exhibited in this document. The document aims to be very illustrative by incorporating many clear, useful tables and graphs; as well as example images.

The base data for the report comes from the Department of Planning's file management system database, as well as from CPA and DCB meeting minutes. Financial information is provided by the Government's central financial management system.



Haroon Pandohie, AICP  
Executive Secretary, CPA

---



# Message from the Chairman

---

## The Central Planning Authority

The Central Planning Authority is a thirteen-member Authority charged with carrying out Planning laws and regulations that affect applications such as those for commercial development, multiple-family dwellings, and land subdivisions. The CPA also reviews any residential applications that are contrary to the law and Regulations, and it issues enforcement notices for development carried out without requisite permissions. The process of carrying out its duties is straightforward and efficiently supported by the Department of Planning staff that process applications and establish meeting agendas that are delivered to the members of the CPA three days before a scheduled meeting.

When the CPA meets, a Planning Officer will present an application to the Authority without expressed opinion or prejudice. The CPA then reviews, discusses, and decides on the matter based on the law, the regulations, and its allowable discretion. If the applicant is related to or has a similar business as any member of the CPA, that member will declare a conflict of interest and excuse himself from the decision-making process. Occasionally the CPA reviews applications to which interested parties have objected. In those cases, the CPA conducts a forum for each side to present its case. When the CPA is satisfied that it has all relevant opinions and information from the applicant and the objectors, it excuses those parties from the meeting and then makes a decision. It refers that decision to the Department of Planning, which then advises the applicant and the objector of the CPA's decision.

A. L. Thompson Jr.  
Chairman, CPA



## The Development Control Board

The Development Control Board is an eight member Board. Including the Chairman, six other appointed members, and the Planning Officer/Executive Secretary to the Board. The DCB is tasked with carrying out Planning laws and regulations that affect applications such as those for commercial development, family dwellings, and land subdivisions. The DCB also reviews any residential applications that are contrary to the Law and Regulations, and in turn issues enforcement notices for development carried out without proper permissions. The process of carrying out its duties is straightforward and efficiently supported by the Department of Planning staff that process applications and establish meeting Agendas that are delivered to the members of the DCB three days prior to a scheduled meeting.

When the DCB meets, the Planning Officer will present the applications to the Board. The DCB then reviews, discusses, and decides on the matters based on the Law, the regulations, and its allowable discretion. If any of the applicants is related to or has a similar business as any member of the Board, that member will declare a conflict of interest and excuse himself from the room and the decision-making. Sometimes the DCB reviews applications to which interested parties have objected. In these cases the DCB conducts a forum for each side to present its case. When the DCB is satisfied that it has all relevant opinions and information from the applicant and the objectors, it excuses those parties from the meeting and then makes a decision. The decision is then passed on to the Department of Planning, which then advises the applicant and the objector of the DCB's decision.

Edgar Ashton Bodden JP  
Chairman, DCB





# Functions and Responsibilities

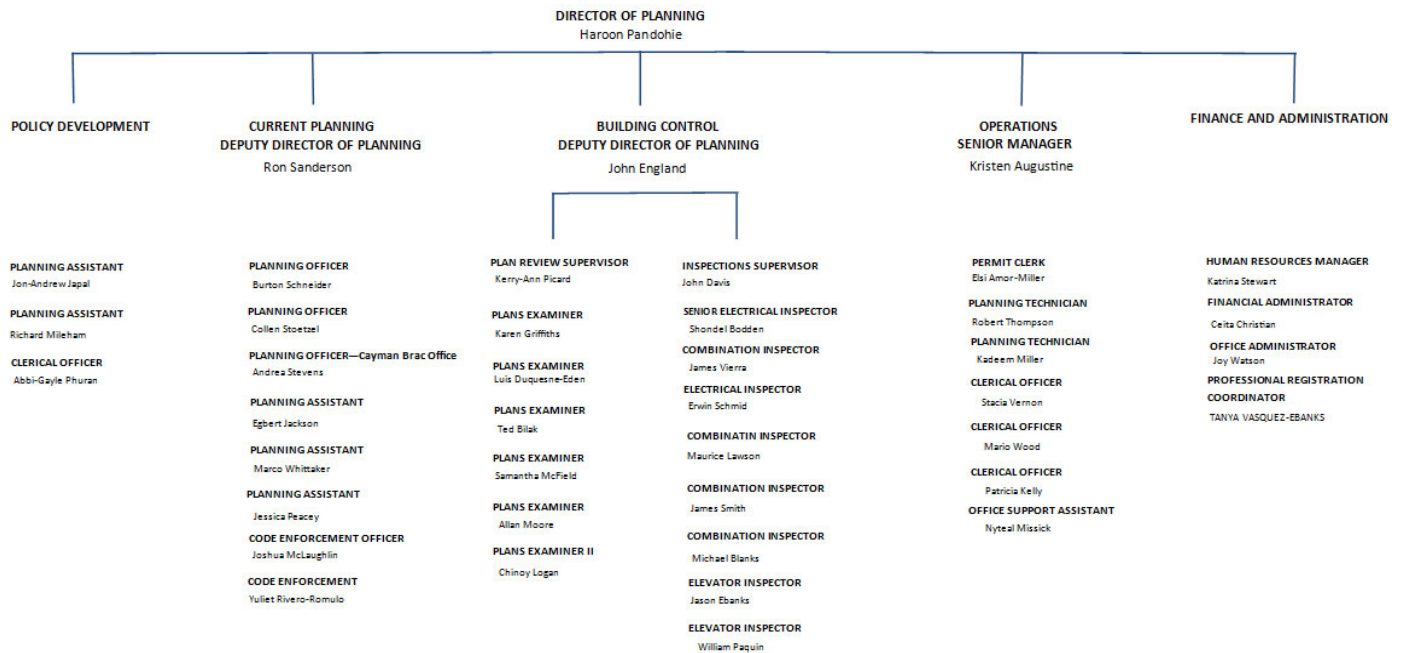
The Department of Planning provides administrative services to the CPA, DCB and EBE (Electrical Board of Examiners). Currently, there are 43 full-time team members in the Department. The Department is guided by the following mission statement:

*To ensure all planning services are provided efficiently, honestly, impartially and in accordance with the laws and regulations so that the physical development of the Cayman Islands are safe, aesthetically pleasing, environmentally friendly, technically sound, promotes a strong economy, and provides an unparalleled quality of life for the people of the Cayman Islands.*



DEPARTMENT OF PLANNING  
Cayman Islands Government

## DEPARTMENT OF PLANNING ORGANISATIONAL DIAGRAM AND STAFF COMPLEMENT



### Current Planning

The Current Planning section (CP) is responsible for processing development applications for presentation to the CPA and the DCB. This section's primary responsibility is to ensure that development proposals are in accordance with the Development Plan, Planning Law, Regulations, and Guidelines for Cayman Brac and Little Cayman.

### Building Control

Building Control (BC) reviews applications for building permits and conducts inspections on the structural, plumbing, mechanical and electrical components of structures to determine compliance with applicable codes. Through the Certificate of Occupancy (CO) process, Building Control certifies compliance with the Building Code Regulations (2016 Revision) and National Electrical Code (NEC) (2014 Revision). The Director of Planning is the secretary for the Electrical Board of Examiners.

### Policy Development

The Policy Development section (PD) responsibilities include policy preparation, the study of long-range planning issues, conducting special studies, keeping the Development Plan (Physical) current, processing rezoning applications and preparing amendments to the Development Plan, Planning Law and Regulations. Duties also include reviewing and recommending changes to planning laws, regulations, policies, procedures and practices for compatibility with the goals of national initiatives. Other responsibilities include managing the electronic filing system (OPS), maintaining the Department's website, compiling and maintaining statistics for internal and external use, and any Geographic Information Systems (GIS) analysis and solutions.

### Operations and Administration (Finance and Human Resources)

Members of the Operations section are the front line in customer service and provide essential support and reporting for the department. Among other matters, administrative staff ensures that fees are collected and that questions are directed to the appropriate officers.

The Administration section is responsible for Builder's Board registration, Electrical and Plumbing licencing. In addition, they are responsible for managing finances, human resources matters and clerical-support functions.

# Functions and Responsibilities

---

## The Central Planning Authority



Source: [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky)

The Central Planning Authority (CPA) is a statutory authority appointed by Cabinet to oversee and review the physical development of Grand Cayman. The primary function of the CPA is to prepare development plans and ensure that development proposals conform to the plan. Additionally it is the Authority's role to:

*"...Secure consistency and continuity in the framing and execution of a comprehensive policy approved by the Executive Cabinet with respect to the use and development of land in the Islands which this Law applies in accordance with the development plan for the Islands..."*  
(Section 5(1) Development and Planning Law 2017 revision)

The Authority consists of 13 members representing all six electoral districts. The Chairman of the Development Control Board is automatically a member of the CPA, along with the executive secretary, a member of staff from the Department of Planning.

## The Development Control Board



Source: [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky)

The Development Control Board (DCB), much like the Central Planning Authority (CPA), is primarily responsible to oversee development. However, the Development Control Board (DCB) specifically regulates the development within Cayman Brac and Little Cayman. The DCB's functions are directed primarily by Appendix 1 and 2 of The Development Plan 1997 'Guidelines for Development Control in Cayman Brac and Guidelines for Development Control in Little Cayman'

The DCB consist of seven (7) members. Along with the executive secretary, a member of staff from the Department of Planning.

# Planning Approvals

---

## The Central Planning Authority (CPA)

The CPA held 28 meetings in 2017-2018; two of which were Development Plan meetings . From the meetings held, 496 items were covered and 362 projects were approved. The meetings were generally well-attended with an average attendance of 10.3 (out of 13 regular members).

The number of adjournments in the fiscal year was 78. Adjournments occur when the Authority is unable to make a final decision on an application until further information is presented at a later date. The number of projects refused by the Authority in 2017-2018 was 16.

PERFORMANCE INDICATOR	2017-2018
Average Attendance	10.32
Applications Approved	362
Applications Adjourned	78
Applications Refused	16
Applications Adhered	2
Maintenance of Lands Notices Issued	31
Matters from the Director	134
Information / Discussion	2
Number of Items	496
Number of Meetings	28

CPA Performance Table (2017-2018)

## Administrative Approvals & Planners' Performance (CP & PD)

Administrative approvals are processed in-house (within the Department of Planning) and signed by the Director of Planning. Processing small projects administratively - such as houses, duplexes and temporary banners - allows CPA to devote their time to larger and more comprehensive projects.

On average, each planner processed an estimated 162 applications for approval in 2017-2018 with an estimated average of \$106 million in project value processed per planner. This takes into account all project applications received regardless of outcome.

A total of 890 reference letter applications for Trade and Business Licenses were logged in 2017-2018. Current planners also dealt with 71 Zoning Query applications in the 2017-2018 fiscal year. There were 5 rezone applications processed by the Policy Development section in 2017-2018. All applications were heard by the Central Planning Authority with 3 being advanced to subsequent stages in the process and 2 applications being withdrawn.

## Appeals Against CPA

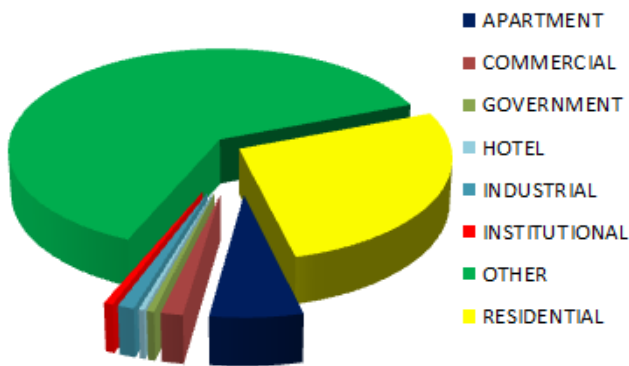
There were 7 appeals made against the Central Planning Authority decisions during the 2017-2018 fiscal year.

## Compliance

In the 2017-2018 fiscal year, there were 206 compliance investigations processed. Examples of cases opened include illegal structures, illegal signage, land clearance without prior planning approval and informal/non-permitted electrical configurations.



### Sector Approvals



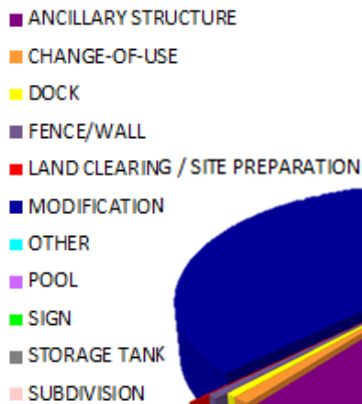
Projects Approved by Sector (2017-2018)

SECTOR	COUNT	ESTIMATED VALUE
APARTMENT	50	\$82,396,832
COMMERCIAL	12	\$63,348,850
GOVERNMENT	4	\$2,971,000
HOTEL	3	\$246,776,800
INDUSTRIAL	9	\$50,000
INSTITUTIONAL	5	\$728,300
OTHER	506	\$66,346,783
RESIDENTIAL	218	\$69,175,349
<b>Total:</b>	<b>807</b>	<b>\$531,793,914</b>

Projects Approved by Sector (2017-2018)

The sectors are categories of development that were chosen by the Department of Planning for record-keeping purposes.

### 'Other' Sector Approvals



Other Sector Approval (2017-2018)

SECTOR	ESTIMATED VALUE
ANCILLARY STRUCTURE	\$10,556,000.00
CHANGE-OF-USE	\$632,500
DOCK	\$390,500
FENCE/WALL	\$387,090.00
LAND CLEARING / SITE PREPARATION	50100
MODIFICATION	\$39,553,438.07
OTHER	\$7,613,635
POOL	\$1,529,500
SIGN	\$46,640.02
STORAGE TANK	\$3,352,521.34
SUBDIVISION	\$2,234,859.00
<b>Total:</b>	<b>\$66,346,783</b>

Other Sector Approval (2017-2018)

The *Other* Sector is made up of a variety of minor development types.

### Permit And Final Certification

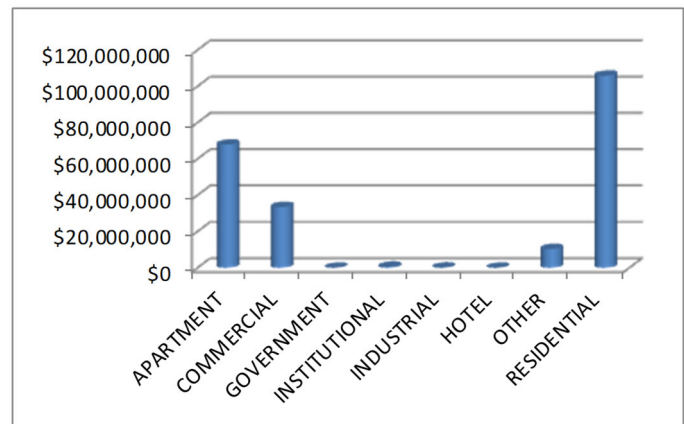
A Building Permit is granted after an application is made, and a set of plans is submitted, reviewed, and deemed in compliance with the building code requirements. By recording and presenting the number of building permits granted, it allows for a useful indication of what physical development is likely to occur in the near future because no construction may commence until a permit is issued. The total estimated value attached to these permits was over \$218 million.

Certificates of Occupancy (CO) are issued when a structure is deemed suitable for human occupation and allows that structure to be connected to the power company grid. For houses and duplexes, the granting of a CO requires all final inspections (building, plumbing, liquefied-petroleum gas, electrical, mechanical (if applicable) and elevators/lifts (if applicable)) to be passed before electrical connection paperwork can be sent to the power company. For commercial and multi-family projects, those same inspections must be passed internally, as well as inspections by other government agencies (C.I. Fire Department, Water Authority, Dept. of Environmental Health, National Road Authority, C.I. Petroleum Inspectorate). The overall number of COs issued during the fiscal year 2017-2018 was 339. The estimated value associated with these structures was over \$130 million.

### Plan Review (Permit)

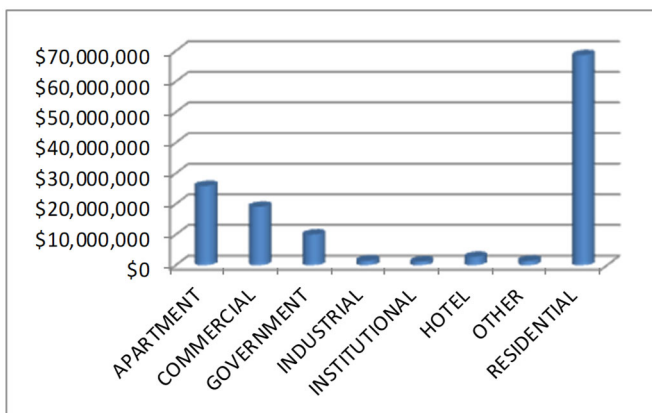
SECTOR	(est.) VALUE
APARTMENT	\$67,842,616
COMMERCIAL	\$33,463,880
GOVERNMENT	\$35,200
INSTITUTIONAL	\$590,000
INDUSTRIAL	\$86,000
HOTEL	\$0
OTHER	\$10,363,448
RESIDENTIAL	\$105,809,372
<b>Grand Total</b>	<b>\$218,190,516</b>

Building Permits by Sector(2017-2018)



Estimated Value of Building Permits by Sector (2017-2018)

### Certificate of Occupancy (CO)



Estimated Value of Certificate of Occupancy by Sector(2017-2018)

SECTOR	COUNT	(est.) VALUE
APARTMENT	50	\$25,908,340
COMMERCIAL	68	\$19,092,465
GOVERNMENT	8	\$10,036,952
INDUSTRIAL	4	\$1,530,000
INSTITUTIONAL	4	\$1,225,000
HOTEL	1	\$2,750,000
OTHER	7	\$1,461,950
RESIDENTIAL	197	\$68,620,960
<b>TOTAL:</b>	<b>339</b>	<b>\$130,625,667</b>

Certificate of Occupancy by Sector (2017-2018)

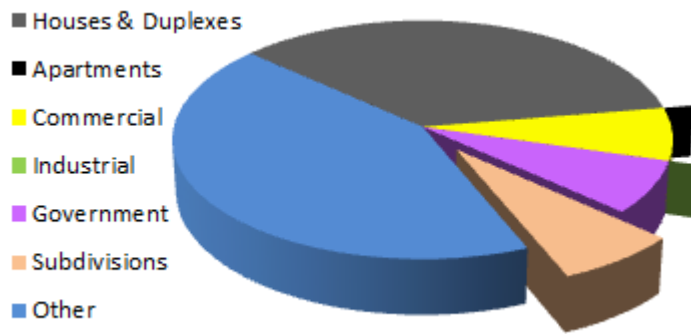
# Sister Islands

## Development Control Board

During the fiscal year 2017-2018, the Development Control Board approved 59 development applications valued at \$5.8 million. Meetings were generally well attended, with an average of 5.5 per meeting (out of 7 members) throughout the year.

The table and charts below shows Cayman Brac and Little Cayman project approvals categorized by Sector for fiscal year 2017-2018. The Sectors of development vary slightly from the categorization scheme that Grand Cayman uses in that houses and duplexes are paired together and subdivisions have their own category (outside of the *Other* category). *House/Duplex* and *Other* projects were the largest categories of development in terms of value and number of approvals for the Sister Islands.

### Sector Approvals



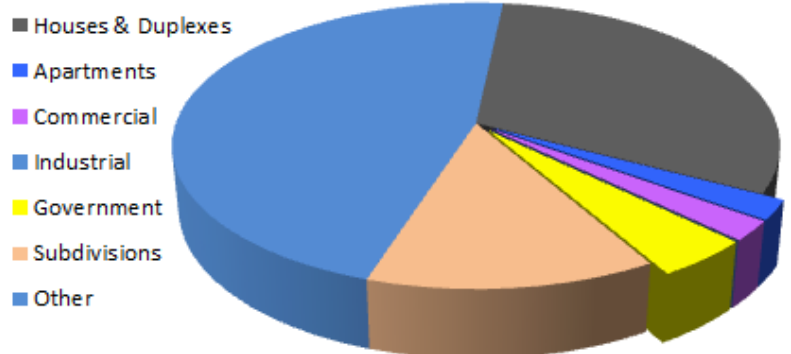
Cayman Brac Number of Projects Approved by Sector—2017-2018

PERFORMANCE INDICATOR (DCB)	2017-2018
Average Attendance	5.54
Applications Approved	66
Applications Adjourned	3
Applications Refused	0
Enforcement Items	14
Matters from the Department of Planning	3
Information / Discussion	0
Number of Items	80
Number of Meetings	13

DCB Performance Indicators—2017-2018

TYPE OF DEVELOPMENT	Cayman Brac		Little Cayman	
	COUNT	(est.) VALUE	COUNT	(est.) VALUE
Houses & Duplexes	14	2,279,525.00	5.00	1,876,800.00
Apartments	-	-	-	-
Commercial	1	10,000.00	1.00	200,000.00
Industrial	-	-	-	-
Government	2	372,300.00	1.00	10,000.00
Subdivisions	6	335,500.00	1.00	5,000.00
Other	21	493,950.00	6.00	246,000.00
<b>Total</b>	<b>45</b>	<b>3,491,275.00</b>	<b>14.00</b>	<b>2,337,800.00</b>

Sister Islands Projects Approved by Sector—2017-2018



Little Cayman Number of Projects Approved by Sector—2017-2018

# Department Revenue and Expenditure

2017 & 2018

## DEPARTMENT OF PLANNING FINANCIAL SUMMARY FOR THE CALENDAR YEAR 2017

ENTITY REVENUE	AMOUNT
Electrical Inspection Fees	13400
Sale of Planning Document	8252
Electrical License Fees	69795
Builders Board Registration Fees	33437.5
Plumbers Examination Board Fees	1250
Miscellaneous Receipts	14584
Elevator Inspection Fees	25975
Online Planning System Service Fees	52438.99
Planning Inspection Call-Out Fees	59875

<b>Total Entity Revenue</b>	<b>279007.49</b>
-----------------------------	------------------

EXECUTIVE REVENUE	AMOUNT
Building Permit Fees	5,246,088.92
Planning Fees	2,008,554.05
Infrastructure Fees	293,691.21

<b>TOTAL EXECUTIVE REVENUE</b>	<b>7,548,334.18</b>
--------------------------------	---------------------

<b>TOTAL EXPENDITURE</b>	<b>2,812,431.07</b>
--------------------------	---------------------

<b>PROFIT</b>	<b>5,014,910.60</b>
---------------	---------------------

Revenue and Expenditure information for the Department of Planning (2017)

There were \$ 9.6million in fees collected by the Department of Planning in fiscal 2018. Expenditure by the Department was \$3.2 million during 2019.

The figures displayed here only indicate realized revenues, and do not take into account forgone revenues due to incentives and fee concessions.

The distribution of fees based on type can be seen in the illustrations. Building Permit Fees are the main source of revenue, followed by Planning fees. This is due to the multiple structures and phases that are often required to complete a single project.

The Department of Planning generates revenue for the Cayman Islands Government through various fees and charges. Details of the revenue generated, as well as the total amount of profit and expenditure to operate the Department are summarized on this page.

There were \$ 7.5 million in fees collected by the Department of Planning in the calendar year 2017. Expenditure by the Department was \$2.8 million during 2017.

## DEPARTMENT OF PLANNING FINANCIAL SUMMARY FOR THE CALENDAR YEAR 2018

ENTITY REVENUE	AMOUNT
Electrical Inspection Fees	21675
Sale of Planning Document	26808.12
Electrical License Fees	72425
Builders Board Registration Fees	6762.5
Plumbers Examination Board Fees	8730
Miscellaneous Receipts	325.22
Elevator Inspection Fees	56855.23
Online Planning System Service Fees	133624.28
Planning Inspection Call-Out Fees	29250

<b>Total Entity Revenue</b>	<b>356455.35</b>
-----------------------------	------------------

EXECUTIVE REVENUE	AMOUNT
Building Permit Fees	(7,516,660.87)
Planning Fees	(1,731,082.00)
Infrastructure Fees	(371,921.34)

<b>TOTAL EXECUTIVE REVENUE</b>	<b>(9,619,664.21)</b>
--------------------------------	-----------------------

<b>TOTAL EXPENDITURE</b>	<b>3,229,400.97</b>
--------------------------	---------------------

<b>PROFIT</b>	<b>(6,390,263.24)</b>
---------------	-----------------------

Revenue and Expenditure information for the Department of Planning (2018)

Note: The Financial Year follows the calendar year rather than that of the fiscal year.

# Online Planning System

---

As of January 2018, the Department of Planning initiated a fully electronic (paperless) submission process, wherein, all applications are submitted through our Online Planning System (OPS). The main goal is to enhance the efficiency and quality of our service while reducing the amount of paper in the Planning process

## Current System features include:

The ability to apply for Planning permission and Permits online.

Plans and documents are now electronically uploaded directly to OPS.

Automatic status email notifications to agents/applicants/contractors.

Issuance of permits /certificates are now completed online, and provided to connected parties.

24/7 access to requesting/tracking of plan reviews and inspection status.

“Record Guide” list of required plan reviews/inspections to be completed.

Agents are provided the ability to add/remove subcontractors to/from jobs.

Businesses are also provided the ability to add/ remove persons to/from the company account.

Credit/debit card payments available online or set up an escrow-type account with the Department.



The Online Planning System (OPS) also provides a three major step process feature, which makes the application process more efficient. These steps are defined as:

1. **Application submission** – This is the stage of submitting an application through the ‘anytime’ access portal. The submission undergoes a quality control check by an administrative clerk for minimum submission requirements.
2. **Payment** – Once the application is accepted by the administration clerk, application payment is then accepted and processed, initiating reviews by plans examiners.
3. **Approval and Certification** – Once reviews are completed the approval is then actioned for commencement of construction. Throughout construction, inspections are undertaken for issuance of the final certification.



# Did You Know?

---



## Boards and Licensing

As of November 2017, Plumbers in the Cayman Islands are required to be licensed by the Department of Planning. There are three categories of plumbers: 1) Apprentice 2) Journeyman and 3) Master .

Electricians in the Cayman Islands are required to be licensed through the Department of Planning. There are three categories of electricians: 1) Apprentice 2) Wireman and 3) Master . The Electrical Board of Examiners (EBE) oversees the assignment and administration of licensing Electrical Contractors in the Cayman Islands.

The Builders Board oversees the registration of the business entities and qualified individuals as Building Contractors in the Cayman Islands.

## Planning



Planning consideration is based on the Development and Planning Regulation (Revision 2018)

Planning permission is required to clear/fill a lot by mechanical means.

Planning permission is required for fit-out applications.

The placement of storage buildings and containers, whether for residential, commercial or industrial purposes, require planning permission.

As of July 1st 2018, it is no longer required to attain a Trade and Business reference letter for the operation of a company from a residence.

## Building Control– Building Code Saves Lives

Following the growth of financial services, the tourism industry and the accompanying construction inflation, the Cayman Islands began placing heavy focus on building codes in the 1980's.

Felt roof underlayment is not an approved alternative material in the Cayman Islands.

Fuel burning appliances or attached garages requires the installation of smoke, LPG and carbon monoxide detectors per the 2009 IRC code.

When purchasing a property that has obtained approval for construction, wherein, the construction has not been completed, it is required to get the drawings updated to the current code used by the Building Control section of the Planning Department.

Truss and Fire packages (where applicable) are required to be submitted at the initial stage of the permit application submission .



**CAYMAN ISLANDS DEPARTMENT OF PLANNING**

**Government Administration Building**  
133 Elgin Avenue,  
George Town,  
Grand Cayman

**Phone: 345-244-6501**

**P.O. Box 113**  
**Grand Cayman KY1-9000**

**Sister Islands Planning Office**  
**Government Administration Building**  
Stake Bay, Cayman Brac  
**Phone: 345-244-4422**  
**Fax: 345-948-2422**

**Website:** [www.planning.ky](http://www.planning.ky)  
**Email:** [info@planning.gov.ky](mailto:info@planning.gov.ky)