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## *PREFACE*

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This guide is designed to assist you in applying for permits from Local, State, and Federal regulatory agencies for work in waters and/or wetlands within the Commonwealth of Virginia. The intent of the guide is to provide general information on the permit process, not a complete legal and technical reference.

Answers to technical questions and detailed information about specific aspects of the various permit programs may be obtained from any of the Federal and State regulatory offices or the advisory agencies listed in the agency directory.

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## *THE JOINT PERMIT APPLICATION PROCESS*

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*Complete one application to apply for multiple agency permits* - A single Joint Permit Application is used by the regulatory agencies. This means only one application needs to be completed for most local, state, and federal agency permits. However, some health departments and local agencies do not use this application. You should contact them for information regarding their requirements. Even though one application has been filed, separate permits are often required from the regulatory agencies involved in the permit program. Before you begin work, make sure you have received authorizations or waivers from each agency.

Send completed application to the Virginia Marine Resources Commission. They will assign a processing number and forward copies to the Corps of Engineers, Department of Environmental Quality, local wetlands board, and various other State agencies, as appropriate.

If you have any questions about the need for a permit, the permitting process, or completing the joint permit application, contact the Corps of Engineers for a pre-application site visit. Corps staff can often help you minimize adverse impacts or eliminate the need for a Corps permit altogether.

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## *ORGANIZATION OF THE JOINT APPLICATION*

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The basic application, appendices, and various acknowledgement forms are located in the front of the booklet. The general information section which contains a regulatory and resource agency directory, information on penalties, processing procedures, definitions and special terms, and the most frequently asked questions is located in the back of the booklet.

**If you are submitting this application as a Pre-Discharge Notification (PDN) under the Corps Nationwide permit program, 33 CFR 330 (Appendix A, Part C), you must clearly identify it by writing the letters PDN at the top of the first page of the basic application.**

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### **BASIC APPLICATION FORM**

JOINT PERMIT APPLICATION FOR ACTIVITIES IN  
WATERS AND WETLANDS OF THE COMMONWEALTH OF VIRGINIA

**PLEASE PRINT OR TYPE ALL ANSWERS:**

*If a question does not apply to your project please print N/A (not applicable) in the block or space provided. If additional space is needed, attach extra 8-1/2" x 11" sheets of paper. If you are unsure of a particular term, please refer to the definitions section.*

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1a. Applicant's name and complete address:

Mr., Mrs., Ms. (circle one)

Telephone numbers:

Home(A/C\_\_\_\_)\_\_\_\_\_

Work (A/C\_\_\_\_)\_\_\_\_\_

1b. Property Owner's name and complete address:

(if different from above)

Telephone numbers:

Home(A/C\_\_\_\_)\_\_\_\_\_

Work (A/C\_\_\_\_)\_\_\_\_\_

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2. Authorized agent's name  
and complete address (if applicable):

Telephone numbers:

Home(A/C\_\_\_\_)\_\_\_\_\_

Work (A/C\_\_\_\_)\_\_\_\_\_

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3. Have you obtained a contractor for the project?  Yes  No If your answer is "yes" complete the remainder of this question and submit the Applicant's and Contractor's Acknowledgement Form on page 46 with your application.

Contractor's name and complete address:

Telephone numbers:

Home A/C(\_\_\_\_)\_\_\_\_\_

Work (A/C\_\_\_\_)\_\_\_\_\_

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4. List the name, address, and telephone number of the newspaper having general circulation in the area of the project. Failure to complete this question may delay Local and State processing.

Name and complete address:

Telephone number:

(A/C\_\_\_\_)\_\_\_\_\_

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5. Please give the name of the waterbody at the project site, the county or city the project is located in, and directions to the site:

\_\_\_\_\_ a tributary to \_\_\_\_\_

located in \_\_\_\_\_  
County/City

Give descriptive directions to the project site from the nearest intersection of two state roads within that county or city and visible points of reference :



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6. State the project purpose and provide a brief description of the project:

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7. Please place a checkmark next to as many of the following that describe your project site:

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Tidal waters  | <input type="checkbox"/> 100 year floodplain | <input type="checkbox"/> Natural  |
| <input type="checkbox"/> Tidal wetlands  | <input type="checkbox"/> Lake or Pond        | <input type="checkbox"/> Man-made |
| <input type="checkbox"/> Nontidal waters   | <input type="checkbox"/> Mudflats            | <input type="checkbox"/> Unknown  |
| <input type="checkbox"/> Nontidal wetlands   | <input type="checkbox"/> River               |                                   |
| <input type="checkbox"/> Vegetated Shallows  |  |                                   |
| <input type="checkbox"/> Other (explain - e.g. Intermittent stream, vernal pool, etc.) |  |                                   |

---

8. Proposed use (check one):

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Private          | <input type="checkbox"/> Community  | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Industrial       | <input type="checkbox"/> Government |                                     |
| <input type="checkbox"/> Other (explain): |                                     |                                     |

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9. Will the project impact (flood, drain, excavate, dredge, fill, shade, etc.) wetlands ?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain

If your answer is "YES":

A. vegetated wetlands area(s) to be impacted?

tidal \_\_\_\_\_ square feet nontidal \_\_\_\_\_ square feet

B. nonvegetated tidal wetlands area(s) to be impacted? \_\_\_\_\_ square feet

---

10. Will the project be located at the site of any historic property? (Note: historic properties include but are not limited to archeological sites, Civil War earthworks, graveyards, buildings, bridges, canals, etc.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", please provide a map showing the location.

---

11. Have you previously contacted the Department of Historic Resources concerning this project?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", please provide the following information:

a. VDHR file number: \_\_\_\_\_

b. Response date: \_\_\_\_\_

c. Type of response (no effect/no adverse effect, additional information requested, survey requested, further consultation needed): \_\_\_\_\_

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12. Is your project located within a historic district? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain  
If "Yes", please indicate which district: \_\_\_\_\_

---

13. Has a survey to locate archeological sites and/or historic structures been carried out on the property?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", please provide the following information:

a. Date of survey: \_\_\_\_\_

b. Name of firm: \_\_\_\_\_

c. Is there a report on file with the Virginia Department of Historic Resources? \_\_\_\_\_

d. Was any historic property located? \_\_\_\_\_

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14. Have you previously had a site visit, applied to, or obtained a permit from any agency (Federal, State, or Local) for any portion of the project described in this application or any other project at the site?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is "Yes", provide the following information:

Name of Representative: \_\_\_\_\_

Agency

Activity

Application Number

Action Taken (check the appropriate box)

\_\_\_\_\_ Issued \_\_\_\_\_ Denied

\_\_\_\_\_ Withdrawn \_\_\_\_\_ Site Visit

Date Action taken \_\_\_\_\_

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15. a) Has any work commenced or has any portion of the project for which you are seeking a permit been completed? \_\_\_\_\_ Yes \_\_\_\_\_ No

b) Are you submitting this application at the direction of any state, local or federal agency? \_\_\_ Yes \_\_\_ No

If your answer to either question above is "YES", give details below stating when the work was completed, who performed the work, and which agency (if any) directed you to submit the application. (Please clearly differentiate on your application drawings that portion of the work which has been completed from that which is proposed.)

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16. Approximately how long will it take to complete the project after all required permits have been issued? \_\_\_\_\_ months

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17. Approximate cost of the entire project (materials, labor, etc): \$\_\_\_\_\_ Approximate cost of only that portion of the project which affects State Waters (below mean low water in tidal areas or ordinary high water in nontidal areas): \$\_\_\_\_\_

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18. List the name and complete mailing address of each adjacent property owner to the project.

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19. List the name and complete mailing address of each waterfront property owner across the waterway from the project, if the water body is less than 500 feet wide. Also, if the project is within a cove, list the name and address of each property owner located on the cove.

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20. All affected property owners must be notified of the proposed plans. If you do this yourself, it will assist us in processing your application. Have you discussed this project with all affected parties and had them sign an Adjacent Property Owner's Acknowledgement Form? \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is yes, the acknowledgement forms must be included with this application.

21. Check the appendices below which apply to your project. NOTE: Applicable appendices must be completed and submitted with your application. If you are proposing multiple activities, you may submit one plan view drawing provided all the required information for each activity is included (e.g., if your proposal includes a pier, boathouse and dredging, you may show all activities on a single plan view drawing). A sample drawing for each activity is located in back of the corresponding appendix. Although the sample drawings are condensed so that the plan view, cross section, end view, and vicinity maps are all on one page, you do not have to limit your drawings to one page. Drawings submitted need not be prepared by a professional draftsman.

**LIST OF APPENDICES AND ADDENDA**

_____	Appendix A	Private Piers & Marginal Wharves
_____	Appendix B	Boathouses
_____	Appendix C	Marinas & Commercial Piers
_____	Appendix D	Dolphins-Mooring Piles-Buoys Not Associated w/Piers
_____	Appendix E	Boat Ramps
_____	Appendix F	Bulkheads & Associated Backfill
_____	Appendix G	Fill
_____	Appendix H	Riprap & Associated Backfill
_____	Appendix I	Marsh Toe Stabilization
_____	Appendix J	Dredging/Mining/Excavating
_____	Appendix K	Groins & Jetties
_____	Appendix L	Breakwaters
_____	Appendix M	Beach Nourishment
_____	Appendix N	Intake - Outfall Structures
_____	Appendix O	Stream Channel Modifications
_____	Appendix P	Impoundments/Dams
_____	Appendix Q	Utility Crossings
_____	Appendix R	Road Crossings (Bridges-Tunnels-Culverts)
_____	Addendum	Department of Environmental Quality Additional Requirements

**PRIVACY ACT STATEMENT:** The Department of the Army permit program is authorized by Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act, and Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972. These laws require that individuals obtain permits that authorize structures and work in or affecting navigable waters of the United States, the discharge of dredged or fill material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters prior to undertaking the activity. Information provided in the joint permit application will be used in the permit review process and is a matter of public record once the application is filed. Disclosure of the requested information is voluntary; but it may not be possible to evaluate the permit application or issue a permit if the information requested is not provided.

**ALL APPLICANTS MUST SIGN BELOW** I hereby apply for all necessary permits for the activities I have described herein. I agree to allow the duly authorized representatives of any regulatory or advisory agency to enter upon the premises of the project site at reasonable times to inspect and photograph site conditions. I certify that the information submitted in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**APPLICANT'S NAME (PRINTED/TYPED)**

\_\_\_\_\_  
**DATE**

**REMINDER: BE SURE TO COMPLETE THE APPENDICES YOU CHECKED ABOVE AND SUBMIT WITH THE BASIC APPLICATION FORM (PAGES 3-7). MAIL ALL INFORMATION TO:**

Virginia Marine Resources Commission  
 Habitat Management Division  
 P. O. Box 756  
 Newport News, Virginia 23607

**APPENDIX A -- PRIVATE PIERS AND MARGINAL WHARVES**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- \_\_\_\_\_ distance the proposed structure will be located from the adjoining property lines
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location and distance from existing channels (marked and/or unmarked)
- \_\_\_\_\_ soundings taken at mean low water (tidal) or at full pool level (nontidal) at 10-foot intervals
- \_\_\_\_\_ channelward encroachment (including mooring piles) relative to mean high and mean low water lines
- \_\_\_\_\_ dimensions of pier and all L/T-head section, platform, or deck
- \_\_\_\_\_ distance between the structure and mooring piles

**Side View Drawing**

- \_\_\_\_\_ existing contours of the bottom and marsh peat surface
- \_\_\_\_\_ mean high and mean low water levels (tidal areas)
- \_\_\_\_\_ ordinary high water level (nontidal areas)
- \_\_\_\_\_ height of pier over existing bottom or marsh peat surface

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Number of vessels to be moored at the pier: \_\_\_\_\_
  
2. Provide the registration number of vessel(s):  
registration \_\_\_\_\_ type of vessel \_\_\_\_\_  
registration \_\_\_\_\_ type of vessel \_\_\_\_\_  
registration \_\_\_\_\_ type of vessel \_\_\_\_\_
  
3. Give type (e.g. sail, power, skiff, etc.) and size of vessel(s) to be moored at the pier:  
\_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft  
\_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft  
\_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft

**APPENDIX B –BOATHOUSES**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location and distance from existing channels
- \_\_\_\_\_ channelward encroachment (including mooring piles) relative to mean high and mean low water lines
- \_\_\_\_\_ dimensions of the boathouse, catwalks, or other structures
- \_\_\_\_\_ distance between the structure and mooring piles
- \_\_\_\_\_ soundings taken at mean low water (tidal) or at ordinary high water (nontidal) at 10-foot intervals

**End View Drawing**

- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ dimensions of the proposed boathouse
- \_\_\_\_\_ height above mean high and mean low water level
- \_\_\_\_\_ material to be used for construction

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Give type (e.g. sail, power, skiff, etc.) and size of vessel(s) to be moored at the boathouse:

- \_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft
- \_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft
- \_\_\_\_\_ type \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ draft

2. Will the sides of the boathouse be enclosed? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Provide the registration number of vessel(s):

- |                    |                      |
|--------------------|----------------------|
| registration _____ | type of vessel _____ |
| registration _____ | type of vessel _____ |
| registration _____ | type of vessel _____ |

**APPENDIX C --MARINAS AND COMMUNITY PIERS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location and distance from existing channels
- \_\_\_\_\_ channelward encroachment (including mooring piles) relative to mean high and mean low water lines
- \_\_\_\_\_ length, width and other pertinent dimensions of the structures
- \_\_\_\_\_ distance between the structures and mooring piles
- \_\_\_\_\_ soundings taken at mean low water (tidal) or at ordinary high water (nontidal) at 10-foot intervals
- \_\_\_\_\_ proposed structures for collection and handling of hazardous material (include settling tanks for collection of travel lift washdown water, paint chips, etc.)
- \_\_\_\_\_ location of gasoline storage tanks

**Cross Section Drawing**

- \_\_\_\_\_ dimensions of covered structures including roof height above mean high and mean low water level
- \_\_\_\_\_ material to be used for construction
- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ height above mean high/mean low/ordinary high water line
- \_\_\_\_\_ height of structure(s) over the bottom or marsh peat surface

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Have you obtained the State Health Department's approval for sanitary facilities?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No (You are required to obtain this approval or a variance before a VMRC permit can be issued.)
2. Will petroleum products or other hazardous materials be stored or handled at the facility?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is yes, please include your spill contingency plan
3. Will the facility be equipped to offload sewage from boats? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Indicate the number and type of slips:

	Wet Slips	Dry Storage
Existing		
Proposed		

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX D – DOLPHINS OR MOORINGS**  
(not associated with piers)

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners (if in a cove or the waterway is less than 500 feet wide, also show the location of the property owner across from the site)
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ type of mooring (buoy, pile, dolphin)
- \_\_\_\_\_ anchoring device and weight
- \_\_\_\_\_ latitude and longitude of mooring
- \_\_\_\_\_ location and distance from existing channels
- \_\_\_\_\_ total swing radius

**Cross Section Drawing**

- \_\_\_\_\_ type of mooring
- \_\_\_\_\_ length of chain and line used
- \_\_\_\_\_ weight and type of anchor
- \_\_\_\_\_ material to be used for construction
- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Give the number of vessels to be moored: \_\_\_\_\_
2. Give type (e.g. sail, power, skiff, etc.) and size of vessel(s) to be moored:  
\_\_\_\_\_ type      \_\_\_\_\_ length      \_\_\_\_\_ width      \_\_\_\_\_ draft  
\_\_\_\_\_ type      \_\_\_\_\_ length      \_\_\_\_\_ width      \_\_\_\_\_ draft
3. Name(s) and complete address(es) of the owner(s) of the vessel(s) if other than applicant:  
\_\_\_\_\_  
\_\_\_\_\_
4. Registration/documentation number(s) of the vessel(s): \_\_\_\_\_
5. Do you plan to reach the mooring from your own upland property? \_\_\_\_ Yes      \_\_\_\_ No  
If "No", explain the proposed means of access: \_\_\_\_\_  
\_\_\_\_\_

**APPENDIX E – BOAT RAMPS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ dimensions of ramp
- \_\_\_\_\_ location and distance from existing channels
- \_\_\_\_\_ channelward encroachment relative to mean high and mean low water lines

**Cross Section Drawing**

- \_\_\_\_\_ material to be used for construction
- \_\_\_\_\_ existing contours of the bank and surface
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Will any excavation be required to construct the boat ramp? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, explain how and where you plan on disposing of the excavated material: \_\_\_\_\_  
\_\_\_\_\_
2. What type of design and materials will be used (e.g. open pile design with salt treated lumber or concrete slab on gravel bedding, etc.)? \_\_\_\_\_  
\_\_\_\_\_
3. Please give the location of the nearest public boatramp: \_\_\_\_\_  
\_\_\_\_\_
4. Will any other structures be installed concurrent with the boatramp installation (e.g. tending pier, groin, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", please include the appropriate appendices.
5. Will any portion of the project be placed on wetlands? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Tidal	Nontidal
Vegetated wetlands	sf	sf
Non-vegetated wetlands	sf	-----
Subaqueous land	sf	sf

**FOR COMMERCIAL BOATRAMPs, THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX F –BULKHEADS & ASSOCIATED BACKFILL**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ channelward encroachment relative to mean high/mean low/ordinary high water lines
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ return walls (if applicable)
- \_\_\_\_\_ connection with existing bulkhead(s) (if applicable)
- \_\_\_\_\_ proposed riprap scour protection (if applicable)
- \_\_\_\_\_ proposed backfill
- \_\_\_\_\_ length of bulkhead

**Cross Section Drawing**

- \_\_\_\_\_ design & dimensions including all structural components (i.e. deadmen, knee braces, sheeting, etc.)
- \_\_\_\_\_ material to be used for construction
- \_\_\_\_\_ existing contours of the bottom and marsh peat surface
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ proposed backfill
- \_\_\_\_\_ base width and height of proposed riprap scour protection (if applicable)
- \_\_\_\_\_ filter cloth

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. a) Is any portion of the project maintenance or replacement of an existing and currently serviceable bulkhead and/or backfill? \_\_\_\_\_ Yes \_\_\_\_\_ No Linear feet existing: \_\_\_\_\_  
 b) If yes, is it possible to construct the new bulkhead no greater than 2 feet channelward of the existing bulkhead? \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is "No", explain: \_\_\_\_\_  
 \_\_\_\_\_
2. Describe type of construction and materials to be used, including source of backfill material and its composition (e.g. 80% sand, 15% clay and 5% silt), and all fittings for the bulkhead: \_\_\_\_\_  
 \_\_\_\_\_
3. Will any portion of the project be placed on wetlands or subaqueous land? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Tidal	Nontidal
Vegetated wetlands	sf	sf
Non-vegetated wetlands	sf	-----
Subaqueous land	sf	sf

**APPENDIX G – FILL**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name (if applicable)
- \_\_\_\_\_ dimensions of area to be filled
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ property lines, and location of adjacent property owners
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ channelward encroachment relative to mean high/mean low water lines (tidal) or ordinary high water line (nontidal)
- \_\_\_\_\_ width of the waterway (if applicable)
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)

**Cross Section Drawing**

- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ elevation of proposed fill
- \_\_\_\_\_ structure or method used to contain fill
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What is the source and amount of the fill material? \_\_\_\_\_ cubic yards
2. State the type and composition percentage of the fill material (e.g. 80% sand, 15% clay, 5% silt):  
\_\_\_\_\_

3. Explain the purpose of the filling activity & the type of structure to be built on the filled area:  
\_\_\_\_\_  
\_\_\_\_\_

4. If filling activity is proposed in a wetlands, what is the distance from the nearest waterbody? \_\_\_\_\_

5. Will any of the fill be placed on wetlands or subaqueous land? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Tidal	Nontidal
Vegetated wetlands	sf	sf
Non-vegetated wetlands	sf	-----
Subaqueous land	sf	sf

6. Describe the method(s) that will be used for sedimentation and erosion control: \_\_\_\_\_  
\_\_\_\_\_

7. What is the approximate drainage area and average stream flow? \_\_\_\_\_ square miles \_\_\_\_\_ cfs

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX H – RIPRAP REVETMENT  
& ASSOCIATED BACKFILL**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal )
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ channelward encroachment relative to mean high/mean low/ordinary high water lines
- \_\_\_\_\_ connection with existing bulkhead or riprap structures (if applicable)
- \_\_\_\_\_ proposed backfill
- \_\_\_\_\_ length of revetment

**Cross Section Drawing**

- \_\_\_\_\_ proposed backfill
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water (nontidal)
- \_\_\_\_\_ existing contours of the shoreline and/or bank
- \_\_\_\_\_ dimensions of proposed revetment
- \_\_\_\_\_ filter cloth
- \_\_\_\_\_ buried toe or riprap apron
- \_\_\_\_\_ proposed grading of existing bank relative to mean high/ordinary high water

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What will be the average amount of material (placed below the plane of mean high water or ordinary high water) per linear foot of shoreline? \_\_\_\_\_cu.yd(s).per ft. **OR** \_\_\_\_\_ton(s) per ft.
2. What type of material will be used for construction of the riprap revetment (e.g. quarry stone, cinder blocks, etc.)?  
\_\_\_\_\_
3. What will be the average weight of the: Core material (bottom layers) \_\_\_\_\_ pounds per stone  
Armor material (top 2 layers ) \_\_\_\_\_ pounds per stone
4. If the revetment will be backfilled, describe the composition of the material to be used (e.g. 80% sand, 15% clay and 5% silt):  
\_\_\_\_\_
5. What is the source of the backfill material? \_\_\_\_\_
6. Will any portion of the project be placed on wetlands or subaqueous land? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Tidal	Nontidal
Vegetated wetlands	sf	sf
Non-vegetated wetlands	sf	-----
Subaqueous land	sf	sf

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM  
LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX I -- MARSH TOE STABILIZATION**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ existing and proposed structures showing distance relative to mean high/mean low/ordinary high water
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ length of structure

**Cross Section Drawing**

- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ existing contours of the bottom and marsh peat surface
- \_\_\_\_\_ dimensions of proposed structure
- \_\_\_\_\_ deadmen, tie-backs, knee braces, or other methods to be used to anchor the structure
- \_\_\_\_\_ filter cloth
- \_\_\_\_\_ buried toe or riprap apron

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What type of material will be used (e.g. quarry stone, cinder blocks, treated tongue and groove timber, etc.)? \_\_\_\_\_
2. If riprap will be used for construction, provide the following information:
  - a) average amount of cubic yards OR tons used per linear foot of structure? \_\_\_\_\_ cu.yd(s). \_\_\_\_\_ ton(s)
  - b) will filter cloth be used? \_\_\_ Yes \_\_\_ No
  - c) average weight of the: Core material (bottom layers) \_\_\_\_\_ pounds per stone  
 Armor material (top 2 layers ) \_\_\_\_\_ pounds per stone
3. Will any portion of the project be placed on wetlands or subaqueous land? \_\_\_ Yes \_\_\_ No  
 If your answer is yes, indicate the amount and type of area(s) to be impacted:

	Square feet
Vegetated wetlands	
Non-vegetated wetlands	
Subaqueous land	

**APPENDIX J - DREDGING/MINING/EXCAVATING**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ width of the waterway, measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal)
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location and dimensions of area proposed to be dredged
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal), or ordinary high water line (nontidal)
- \_\_\_\_\_ location and aerial extent of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ location of existing channels
- \_\_\_\_\_ location of dredged material disposal area if located on-site\*\*
- \_\_\_\_\_ location and dimensions of buffer zone between dredge cut and vegetated wetlands
- \_\_\_\_\_ existing depths in the project area based on mean low water (tidal) or ordinary high water (nontidal)

**Cross Section Drawing for Dredge Area**

- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ dredge cut - slopes, average depth, bottom & top width
- \_\_\_\_\_ existing depths based on mean low water (tidal)
- \_\_\_\_\_ existing depths based on ordinary high water (nontidal)
- \_\_\_\_\_ proposed project depths (after dredging)

**Cross Section Drawing for Disposal Area**

- \_\_\_\_\_ proposed berms
- \_\_\_\_\_ proposed spillways
- \_\_\_\_\_ ponding depth of dredged material

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

\*\*For off-site disposal areas provide a drawing that includes the location, dimensions, benchmarks, berms and/or spillways, and how the material will be transported.

1. How many cubic yards of material will be dredged by/from:

**NEW**

	Hydraulic	Dragline	Clamshell	Other
Vegetated Wetlands				
Non-Veg. Wetlands				
Subaqueous Land				
<b>Total</b>				

**MAINTENANCE**

Hydraulic	Dragline	Clamshell	Other

- 2. State the composition of the material (e.g. clay 25%, sand 25%, silt 50%): \_\_\_\_\_
- 3. How will the dredged material be retained to prevent re-entry into the waterway? \_\_\_\_\_
- 4. Will the dredged material be used for any commercial purpose? \_\_\_\_ Yes \_\_\_\_ No
- 5. For mining projects: **a.** Explain the operation plans on a separate sheet of paper. e.g. frequency (e.g. every 6 wks), duration (Apr - Sep), cubic yards to be removed per operation, temporary storage, handling of dredged material, how equipment will access the dredge site.  
**b.** have you applied for a permit from the VA Dept of Mines, Minerals, & Energy? \_\_\_\_ Yes \_\_\_\_ No
- 6. What is the approximate drainage area and average stream flow? \_\_\_\_\_ square miles \_\_\_\_\_ cfs
- 7. If maintenance dredging, when was dredging last performed? \_\_\_\_\_ (provide documentation).

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

## APPENDIX K – GROINS & JETTIES

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

### Plan View Drawing

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ location and dimensions of proposed structure
- \_\_\_\_\_ spacing between structures (both existing and proposed)
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location of existing channels
- \_\_\_\_\_ direction of net sand transport along the shoreline
- \_\_\_\_\_ location of scour protection or spurs (if applicable)
- \_\_\_\_\_ channelward encroachment relative to mean high/mean low/ordinary high water lines

### Cross Section Drawing

- \_\_\_\_\_ length and height of structure relative to mean low water (tidal) or ordinary high water (nontidal)
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ existing contours of the bottom and/or marsh peat surface
- \_\_\_\_\_ height of channelward end of groin relative to mean low water

### End View Drawing (if riprap is used for construction)

- \_\_\_\_\_ design and dimensions of structure (i.e. base & top widths, height, and slope)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What type of material(s) are to be used for the construction? \_\_\_\_\_
2. a. If using riprap, what will be the average weight of the:  
Core material (bottom layers) \_\_\_\_\_ pounds per stone  
Armor material (top 2 layers ) \_\_\_\_\_ pounds per stone  
b. Will filter cloth be used? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are there similar structures in the vicinity of the project site? \_\_\_\_\_ Yes \_\_\_\_\_ No If your answer is "yes", describe the type and location of the structures: \_\_\_\_\_  
\_\_\_\_\_
4. Will the channelward end of the structure be marked to show a hazard to navigation? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Has the project been reviewed by the Shoreline Erosion Advisory Service (SEAS)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach a copy of their comments.

**APPENDIX L - BREAKWATERS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ channelward encroachment relative to mean high/mean low/ordinary high water lines
- \_\_\_\_\_ dimensions of structure

**Cross Section Drawing**

- \_\_\_\_\_ dimensions of the breakwater
- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)

**End View Drawing (if riprap or gabion baskets are used for construction)**

- \_\_\_\_\_ design and dimensions of structure (i.e. base & top widths, height, and slope)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. What type of materials are to be used for the construction of the breakwater?  
\_\_\_\_\_
2. Are there similar structures in the vicinity of the project site? \_\_\_ Yes \_\_\_ No  
If your answer is "yes", describe the type and location of the structures.  
\_\_\_\_\_  
\_\_\_\_\_
3. Will filter cloth be used? \_\_\_\_\_ Yes \_\_\_\_\_ No

**APPENDIX M – BEACH NOURISHMENT**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ dimensions of the area to be nourished with benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ property lines and location of adjacent property owners
- \_\_\_\_\_ existing structures
- \_\_\_\_\_ location and dimensions of structures proposed to stabilize the area to be nourished
- \_\_\_\_\_ channelward encroachment of the nourished area relative to mean high/mean low/ordinary high water
- \_\_\_\_\_ location of marsh vegetation to be used for stabilization (if applicable)

**Cross Section Drawing**

- \_\_\_\_\_ mean high and mean low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ contour and slope of existing beach
- \_\_\_\_\_ contour and slope of the nourished area
- \_\_\_\_\_ groins, breakwaters or other structures existing or proposed to stabilize the nourished area
- \_\_\_\_\_ elevation at the channelward end of the nourished area
- \_\_\_\_\_ elevation of vegetation to be planted relative to mean high/mean low/ordinary high water

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Provide the following:
  - a. source of material: \_\_\_\_\_
  - b. volume of material: \_\_\_\_\_ cubic yards
  - c. type and composition of material (e.g. sand 90%, clay 10%): \_\_\_\_\_
  - d. mode of transportation to the project site (e.g. truck, pipeline, etc.): \_\_\_\_\_
  
2. Describe the type(s) of vegetation proposed for stabilization and the proposed planting schedule.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**



**APPENDIX O - NONTIDAL STREAM CHANNEL MODIFICATIONS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ ordinary high water line
- \_\_\_\_\_ location, length and width of the existing channel
- \_\_\_\_\_ location, length and width of the proposed channel
- \_\_\_\_\_ benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ width of the stream (measuring from ordinary high water to ordinary high water)
- \_\_\_\_\_ location of existing and proposed non-vegetated or vegetated wetlands, bars, islands, riffle and pool complexes or other special aquatic sites at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ direction of flow
- \_\_\_\_\_ location & dimensions of bank stabilization structures

**Cross Section Drawing (Prepare one drawing for the existing channel and one for the proposed channel)**

- \_\_\_\_\_ existing and proposed stream channels including depth, base width and top width
- \_\_\_\_\_ dimensions and slope of bank stabilization structures
- \_\_\_\_\_ filter cloth
- \_\_\_\_\_ ordinary high water level
- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ location and dimensions of low flow channel (if applicable)

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Provide the following:
  - a) approximate normal flow rate and drainage area of the existing water body :  
\_\_\_\_\_ cfs                      \_\_\_\_\_ square miles
  - b) approximate normal flow rate and drainage area of the new or modified water body  
: \_\_\_\_\_ cfs                      \_\_\_\_\_ square miles
  - c) method used to stabilize the banks: \_\_\_\_\_  
\_\_\_\_\_
  - d) type & approximate composition percentage of the existing stream bed (e.g. cobble 35%, rock 45%, sand 20%, etc.): \_\_\_\_\_
2. Will low flow channels be maintained? \_\_\_\_\_ Yes                      \_\_\_\_\_ No
3. Will any structures be placed in the stream to create riffles, pools, meanders, etc? If "Yes" please explain.  
\_\_\_\_\_  
\_\_\_\_\_

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

## APPENDIX P - IMPOUNDMENTS/DAMS

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

### Plan View Drawing

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing and proposed structures
- \_\_\_\_\_ dimensions of structure and benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ ordinary high water line
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ shoreline, property lines, and location of adjacent property owners
- \_\_\_\_\_ direction of flow
- \_\_\_\_\_ width of the waterway (measuring from ordinary high water to ordinary high water
- \_\_\_\_\_ risers
- \_\_\_\_\_ emergency spillway, if applicable

### Cross Section Drawing (Stream)

- \_\_\_\_\_ base width and height of structure
- \_\_\_\_\_ existing contours of the bottom
- \_\_\_\_\_ normal pool elevation and design high and low water elevations, for dams with fluctuating water levels (e.g. hydropower or water supply reservoirs)
- \_\_\_\_\_ risers
- \_\_\_\_\_ emergency spillway, if applicable

- \_\_\_\_\_ **Vicinity Map** Including the name of the map from which the vicinity map was taken and the exact location of the project site.
- \_\_\_\_\_ map showing the area to be flooded (U.S.G.S. quad sheet or other topographic map is preferred).

1. Materials to be used for construction (earth, rock, concrete, etc.)? \_\_\_\_\_
2. What will be the impoundment's: a) storage capacity: \_\_\_\_\_ acre-feet b) surface area: \_\_\_\_\_ acres
3. What is the: a) current average flow? \_\_\_\_\_ cfs b) proposed outflow? \_\_\_\_\_ cfs  
c) will the impoundment structure be designed to pass a minimum flow at all times? \_\_\_\_ Yes \_\_\_\_ No  
If "Yes", what will be the minimum rate of flow? \_\_\_\_\_ cfs
4. What is the drainage area of the water body upstream of the proposed impoundment? \_\_\_\_\_ square miles
5. Does your project comply with State Dam Safety Criteria? \_\_\_\_ Yes \_\_\_\_ No If your answer is "No" or "Uncertain", contact the Bureau of Flood Plain Protection at telephone (804) 371-6095.
6. a. What will be the area of waters or wetlands affected/flooded by the impoundment? \_\_\_\_\_ acres  
b. How much of impoundment structure will be located on the stream bed? \_\_\_\_\_ square feet
7. Are fish ladders being proposed to accommodate the passage of fish? \_\_\_\_ Yes \_\_\_\_ No

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX Q - UTILITY CROSSINGS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing and proposed structures
- \_\_\_\_\_ dimensions of structures and benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ property lines on both sides of stream with location of adjacent property owners
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ type and location of support structures (e.g. towers, poles, platforms)
- \_\_\_\_\_ location of temporary stockpiles for excavated material (if applicable)
- \_\_\_\_\_ location of temporary construction access
- \_\_\_\_\_ location of utility line/maintenance right of way

**Cross Section Drawing**

- \_\_\_\_\_ mean low water level (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ existing contours of the bottom and bank
- \_\_\_\_\_ vertical distance above mean high/mean low/ordinary high water for overhead crossings
- \_\_\_\_\_ depth below stream bottom for submarine crossings
- \_\_\_\_\_ distance that the structure will cross the waterbody relative to mean low water/ordinary high water

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

1. Describe the materials to be used and the method of construction in the order in which the construction will be accomplished: \_\_\_\_\_  
\_\_\_\_\_
2. For overhead crossings, if there are overhead crossings or bridges in the area, how high are they relative to mean high/low water/ordinary high water? \_\_\_\_\_
3. If the project is a power line crossing, what will be the nominal system voltage of the line? \_\_\_\_\_
4. Will there be an excess of excavated material? \_\_\_ Yes \_\_\_ No If yes, please describe the method of transporting and disposing of the material. \_\_\_\_\_  
\_\_\_\_\_
5. What is the approximate drainage area and average stream flow? \_\_\_\_\_ square miles \_\_\_\_\_ cfs
6. Will excess material be temporarily stockpiled in wetlands? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If "Yes", will the stockpiled material be placed on filter fabric or some other type of impervious surface?  
\_\_\_ Yes \_\_\_ No

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**APPENDIX R – ROAD CROSSINGS**

**PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION OR THEY WILL BE RETURNED AS INCOMPLETE:**

**Plan View Drawing**

- \_\_\_\_\_ north arrow
- \_\_\_\_\_ waterway name
- \_\_\_\_\_ existing and proposed structures or fill
- \_\_\_\_\_ dimensions of structures and benchmarks showing distances to fixed points of reference
- \_\_\_\_\_ mean low water and mean high water lines (tidal)
- \_\_\_\_\_ ordinary high water line (nontidal)
- \_\_\_\_\_ location of vegetated wetlands at the project site
- \_\_\_\_\_ property lines on both sides of stream with location of adjacent property owners
- \_\_\_\_\_ width of the waterway (measuring from mean high water to mean high water (tidal) or ordinary high water to ordinary high water (nontidal))
- \_\_\_\_\_ ebb and flood (tidal) or direction of flow (nontidal)
- \_\_\_\_\_ location and type of support structures

**Cross Section Drawing**

- \_\_\_\_\_ mean high and low water levels (tidal)
- \_\_\_\_\_ ordinary high water level (nontidal)
- \_\_\_\_\_ existing contours of the stream beds and bank
- \_\_\_\_\_ dimensions relative to mean high water or ordinary high water
- \_\_\_\_\_ height of bridge, if applicable
- \_\_\_\_\_ culverts (indicate size), if applicable
- \_\_\_\_\_ culvert invert elevations

\_\_\_\_\_ **Vicinity Map** The name of the map from which the vicinity map was taken and the exact location of the project site must be included (U.S.G.S. quad sheet, street map, or county map is preferred).

NOTE: Virginia Department of Transportation (VDOT) standards require that the backwater for a 100 year storm not exceed 1 foot for all roads, culverts and bridges.

1. On a separate sheet describe: the materials to be used, the method of construction, and the order in which the construction will be accomplished including cofferdams (if applicable).
2. What is the approximate drainage area and average flow rate of the stream? \_\_\_\_\_ sq. miles \_\_\_\_\_ cfs
3. Will any fill will be located on wetlands or subaqueous land? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If your answer is yes, indicate the square footage and type of area(s) to be impacted:

	Tidal	Nontidal
Vegetated wetlands	sf	sf
Non-vegetated wetlands	sf	-----
Subaqueous land	sf	sf

4. Have you conducted hydrologic/hydraulic studies to verify adequacy of the culverts?  
\_\_ Yes \_\_ No If your answer is "Yes", please attach a copy of the study/report.
5. If the project is a bridge crossing and there are similar crossings in the area, what is the vertical distance above mean high/low water or ordinary high water for the other crossings ? \_\_\_\_\_

**THE DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIRES APPLICANTS TO SUBMIT THE ADDENDUM LOCATED AT THE END OF THIS APPLICATION**

**AGENT CERTIFICATION OF AUTHORIZATION**

I \_\_\_\_\_ hereby certify that I have authorized \_\_\_\_\_ to act on my behalf  
and  
(APPLICANT'S NAME) (AGENT'S NAME)

take all actions necessary to the processing, issuance, and acceptance of this permit and any and all standard and special conditions attached.

We hereby certify that the information submitted in this application is true and accurate to the best of our knowledge.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**Completion of this form will allow the agent to sign all future application correspondence. Also, please provide the name(s) and complete address(es) of all legal property owner(s) as shown on your recorded deed.**

**ADJACENT PROPERTY OWNER'S ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, own land next to or across the water from  
(ADJACENT PROPERTY OWNER'S NAME PRINTED)

the land of \_\_\_\_\_. I have reviewed the applicant's project drawings dated  
(APPLICANT'S NAME)

\_\_\_\_\_ to be submitted for all necessary Local, State, and Federal permits.  
(DATE)

I  HAVE NO COMMENT  DO NOT OBJECT  DO OBJECT to the project.

The applicant has agreed to contact me for additional comments if the proposal changes prior to construction of the project.

**(Before signing this form, please be sure you have checked the appropriate box above.)**

\_\_\_\_\_  
ADJACENT PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: IF YOU OBJECT TO THE PROPOSAL - THE REASONS YOU OPPOSE THE PROJECT MUST BE SUBMITTED TO VMRC IN WRITING. AN OBJECTION WILL NOT NECESSARILY RESULT IN DENIAL OF THE PROJECT, BUT, VALID COMPLAINTS WILL BE GIVEN FULL CONSIDERATION DURING THE PERMIT REVIEW PROCESS.**

NAO FM 1020, Rev. 15 APR 93

**NOTE: Please photocopy this form if additional copies are needed.**

**APPLICANT'S AND CONTRACTOR'S ACKNOWLEDGEMENT FORM**

L, \_\_\_\_\_ have contracted \_\_\_\_\_  
(APPLICANT'S NAME) (CONTRACTOR/COMPANY NAME)

to perform the work described in the application signed and dated \_\_\_\_\_.  
(DATE)

We will read and abide by all conditions as set forth in all Local, State, and Federal permits as required for this project. We understand that failure to follow the conditions of the permits may constitute a violation of applicable Local, State, and Federal statutes and that we will be liable for any civil and/or criminal penalties imposed by these statutes. **SEE FEDERAL PENALTIES FOR VIOLATIONS AND RELATED STATE CODES.**

In addition, we agree to make available a copy of any permit to any regulatory representative visiting the project site to ensure permit compliance. If we fail to provide the applicable permit upon request, we understand that the representative will have the option of stopping our operation until it has been determined that we have a properly signed and executed permit and are in full compliance with all terms and conditions.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE AND TITLE  
(if applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR'S NAME (PRINTED/TYPED)  
OR NAME OF FIRM

\_\_\_\_\_  
CONTRACTOR'S OR FIRM'S ADDRESS

**Regulatory Agencies**

Federal:

U. S. Army Corps of Engineers  
803 Front Street  
Norfolk, Virginia 23510-1096  
(757) 441-7652 [FAX 441-7678]

<http://www.nao.usace.army.mil/Regulatory/Regulatory.html>

The Corps of Engineers is responsible for administering a permit program pursuant to Section 10 of the Rivers & Harbors Act of 1899 and Section 404 of the Clean Water Act. Specifically, permits are required for construction, dredging, and filling activities proposed by landowners, businesses, developers, and government agencies in tidal and nontidal rivers, creeks, and tidal and nontidal wetlands. In evaluating projects, the Corps considers all comments received from the public and government agencies and conducts a public interest review that weighs foreseeable project benefits against foreseeable project detriments.

Field Offices: 3/29/2002

**Richmond Field Office**

Attn: Elaine Holley/Silvia Gazzera/Todd Miller  
9100 Arboretum Pkwy Ste 235  
Richmond, VA 23236-3491  
(804) 771-2667/2669/2308 [Fax 771-2689]

**Blue Ridge Field Office**

Attn: Thom Leedom  
209 Roanoke Street, Suite 8  
Christiansburg, VA 24073-3035  
(540) 382-6740 [FAX 382-2690]

**Northern Neck Field Office**

Attn: William (Mac) McGlaun  
P.O. Box 459  
Lively, VA 22507-0459  
(804) 462-5382 [FAX 462-5940]

**Central Virginia Field Office**

Attn: Nora Iseli  
444 Abby Lane  
Howardsville, VA 24562-2513  
(434) 263-8247 [FAX 263-8067]

**Northern Virginia Field Office**

Attn: Ron Stouffer/Cynthia Wood  
18139 Triangle Shopping Plaza, Suite 213  
Dumfries, VA 22026-2582  
(703) 221-6967 [FAX 221-6575]

**Clinch Valley Field Office**

Attn: Annette Poore  
P.O. Box 338  
Abingdon, VA 24212-0338  
(276) 623-5259 [FAX 623-1081]

**Fredericksburg Field Office**

Attn: Hal Wiggins/Tucker Smith  
1420 Central Park Blvd, Suite 210  
Fredericksburg, VA 22401-4932  
(540) 548-2517/2488 [FAX 548-2838]

**Western Virginia Field Office**

Attn: Jim Brogdon  
186 Mill Lane  
Staunton, VA 24401-5959  
(540) 886-4221 [FAX 886-4326]

**White Stone Field Office**

Attn: Adrian Jennings  
P.O. Box 1428  
White Stone, VA 22578-1428  
(804) 435-9362 [Fax 435-0983]

**Southside Field Office**

Attn: Edward Graham  
P.O. Box 121  
Nottoway, VA 23955-0121  
(434) 645-8986 [FAX 645-8783]

**Eastern Shore Field Office**

Attn: Gerry Tracy  
23334 Front Street  
Accomac, VA 23301-1557  
(757) 787-3133 [FAX 787-4506]

## State Regulatory Agencies

Virginia Marine Resources Commission  
Habitat Management Division  
2600 Washington Avenue, 3<sup>rd</sup> Floor  
Newport News, Virginia 23607-0756  
(757) 247-2200

The Virginia Marine Resources Commission serves the citizenry of the Commonwealth of Virginia by combining a public interest review process with effective management, regulation and protection of the State's marine fisheries, submerged lands (state wide) and coastal resources (tidal wetlands and coastal sand dunes/beaches). It is the goal of the Commission's Habitat Management Division to act as stewards of the Commonwealth's submerged lands and ensure the protection and wise use of these coastal lands and natural resources through the implementation of a regulatory review process and permitting program.

Department of Environmental Quality  
Post Office Box 10009  
Richmond, Virginia 23240-5000  
(804) 698-4106

One branch of the Department of Environmental Quality, the Virginia Water Protection Program, is responsible for the administration of the water quality programs delegated to the Commonwealth under the Clean Water Act and as required by the State Water Control Law. Under both State and Federal Law, the Department functions as the principal water quality management agency within the Commonwealth of Virginia. The goal of the Virginia Water Protection Program is to ensure the protection of the beneficial uses of State waters including nontidal wetlands, prevent degradation of valuable water resources and to work toward the restoration of waters whose quality has been degraded. The Department issues permits for all activities which may result in the physical, biological or chemical alteration of State waters.

## **Resource Agencies**

**Federal:**

U. S. Environmental Protection Agency  
Wetlands Section  
841 Chestnut Street 3ES42  
Philadelphia, PA 19107  
(215) 597-3360

The Environmental Protection Agency oversees compliance with federal environmental laws, including the Clean Water Act, the Clean Air Act, Superfund, the National Environmental Policy Act, etc. The Agency provides advice and recommendations to the Corps of Engineers to ensure that all authorized projects avoid and minimize adverse environmental impacts. Important features considered during Clean Water Act project reviews include but are not limited to impacts on water quality, flood storage, fisheries, and wildlife habitat.

U. S. Fish & Wildlife Service  
Virginia Field Office  
Post Office Box 480  
Mid-County Centre, U. S. Route 17  
White Marsh, Virginia 23183  
(804) 693-6694

The objectives of the Department of the Interior and the U. S. Fish & Wildlife Service (Service) are to conserve fish and wildlife resources and their habitats and to protect public trust rights of use and enjoyment associated with waters of the United States. The Service provides advice and recommendations to the Corps of Engineers to ensure that all authorized projects are the least environmentally damaging alternative and in the public's interest in safeguarding fish and wildlife resources from unnecessary loss and degradation. The Service is also responsible for assisting the Corps to meet their responsibilities under Section 7 of the Endangered Species Act

National Marine Fisheries Service  
Management Division  
Oxford Laboratory  
Oxford, Maryland 21654  
(301) 226-5771

President's Advisory Council on Historic Preservation  
The Old Post Office Building  
1100 Pennsylvania Avenue, Suite 809  
Washington, DC 20004  
(202) 786-0505

The President's Advisory Council on Historic Preservation (Council) provides comments to the Corps of Engineers (Corps) on undertakings that affect historic properties. The Council's goal is to accommodate historic preservation concerns with the needs of the Corps' Regulatory program through the Section 106 process. Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies with jurisdiction over federally licensed undertakings to take into account the effects of their undertakings on historic properties (defined as districts, buildings, structures, or archaeological sites which are included on or are eligible for inclusion on the National Register of Historic Places) and to offer the Council the opportunity to comment on the project's effects. The Council encourages consideration of historic preservation concerns during the early planning stages of a project through consultation with the Corps, the State Historic Preservation Officer and other interested persons.

State:

Virginia Department of Game & Inland Fisheries  
Environmental Officer  
Post Office Box 11104  
Richmond, Virginia 23230-1104  
(804) 367-8999

The Virginia Department of Game & Inland Fisheries (VDGIF) is the primary wildlife and freshwater management agency in the Commonwealth, and has legal jurisdiction over state or federally endangered or threatened species, excluding insects and plants. VDGIF is a consulting agency under the U.S. Fish & Wildlife Coordination Act (48 Stat. 401, as amended; 16 U.S.C. 661 et seq.), and provides environmental analysis of projects or permit applications coordinated through the Virginia Marine Resources Commission, the Virginia State Water Control Board, the U.S. Army Corps of Engineers, the Federal Energy Regulatory Commission, and other state or federal agencies. The department's role in these procedures is to determine likely impacts on fish and wildlife resources and habitats, and to recommend appropriate measures to avoid, reduce, or mitigate for those impacts. Primary issues of concern to VDGIF include impacts upon upland, wetland, aquatic fish & wildlife and their habitats; protection of instream flow; endangered or threatened species; and impacts upon streams or other surface waters and interconnected groundwaters. Sediment and erosion control, water quality protection, and disposal or handling of hazardous or toxic materials are also of concern to the Department.

Virginia Institute of Marine Science  
Wetlands Section  
Gloucester Point, Virginia 23062  
(804) 642-7000

The Wetlands Advisory Program of the Virginia Institute of Marine Science (VIMS) provides scientific and technical advice for the use of all participants in the shoreline permit process. To accomplish this, a written impact assessment report is prepared for most projects requiring a wetlands or subaqueous bed permit. The report describes the marine environmental impacts of the proposed activity and suggests alternatives and/or modifications which will lessen any significant adverse effects to aquatic resources resulting from the proposal. Copies of the advisory report are provided to the applicant and/or the agent and all regulatory/resource agencies.

Virginia Department of Conservation & Recreation  
Division of Soil & Water Conservation  
Shoreline Erosion Advisory Service (SEAS)  
Post Office Box 1024  
Gloucester Point, Virginia 23062  
(804) 642-7121

The Shoreline Erosion Advisory Service is a technical section of the Department of Conservation & Recreation. The SEAS program provides technical advice regarding environmentally sound protective measures for shoreline erosion control. The SEAS service is available upon request to property owners throughout Virginia's tidal region.

Virginia Department of Historic Resources  
221 Governor Street  
Richmond, Virginia 23219  
(804) 786-3143

The Virginia Department of Historic Resources (VDHR) represents the interests of the Commonwealth and its citizens in preserving Virginia's cultural heritage. The director of the VDHR is the State Historic Preservation Officer (SHPO). The role of the SHPO is to assist the Corps in meeting its responsibilities under Section 106 of the National Historic Preservation Act. The VDHR assists the Corps with identifying historic properties, with assessing effects upon them and in considering alternatives to reduce, avoid or mitigate a project's adverse effects.

## **Local Regulatory Agencies (Wetlands Boards)**

Accomack County:	(804) 787-5721	New Kent County:	(804) 966-9861
Cape Charles County:	(804) 331-3259	Newport News:	(804) 247-8437
Charles City County:	(804) 829-9217	Norfolk:	(804) 441-2152
Chesapeake:	(804) 547-6248	Northampton County:	(804) 678-5872
Colonial Heights:	(804) 520-9275	Northumberland County:	(804) 580-8910
Essex County:	(804) 443-4951	Poquoson:	(804) 868-7151
Fairfax County:	(703) 324-1210	Portsmouth:	(804) 393-8836
Fredericksburg:	(703) 372-1179	Prince William County:	(703) 335-6830
Gloucester County:	(804) 693-4040	Richmond County:	(804) 333-3415
Hampton:	(804) 727-6142	Stafford County:	(703) 659-8668
Hopewell:	(804) 541-2267	Suffolk:	(804) 934-3111
Isle of Wight:	(804) 357-3191	Surry County:	(804) 294-5210
James City County:	(804) 253-6622	Virginia Beach:	(804) 426-5790
King George County:	(703) 775-7111	Westmoreland County:	(804) 493-0121
King William County:	(804) 769-4927	West Point:	(804) 843-3330
Lancaster County:	(804) 462-5220	Williamsburg:	(804) 220-6130
Mathews County:	(804) 725-5025	York County:	(804) 890-3538
Middlesex County:	(804) 758-4305		

## **Soil & Water Conservation's Erosion & Sedimentation Control Offices**

Abingdon  
252 W. Main Street, Suite 3  
Abingdon, Virginia 24210  
(703) 676-5528

Chase City  
411 Boyd Street  
Chase City, Virginia 23924  
(804) 372-2191

Dublin  
Post Office Box 1506  
Dublin, Virginia 24084  
(703) 831-4008

Richmond  
217 Governor Street, 3rd Floor  
Richmond, Virginia 23219  
(804) 371-7489

Staunton  
Route 4, Box 99-J  
Staunton, Virginia 24401  
(703) 322-9991

Suffolk  
1548 Holland Road  
Suffolk, Virginia 23434  
(804) 925-2468

Tappahannock  
Post Office Box 1425  
Tappahannock, Virginia 22560  
(804) 443-6752

Warrenton  
98 Alexandria Pike, Suite 33  
Warrenton, Virginia 22186  
(703) 347-6420

*These offices may be able to provide advice on erosion and sedimentation controls for shoreline and streambank erosion as well as storm water management.*

## **FEDERAL WETLANDS DETERMINATIONS**

*Delineations are to be performed using the appropriate method as directed in the current Federal manual.*

If you would like the Corps to verify a wetlands delineation, the following information should be provided:

A Plan View Drawing showing:

- all proposed development (if available)
- location of the wetlands at the site with benchmarks
- property lines and location of adjacent property owners
- existing structures at the site
- sampling locations
- location of wells (if applicable)

Please indicate whether the boundaries of the wetland at the project site have been flagged.

A Vicinity Map with the name of the map from which it was taken and the exact location of the project site should be included (U.S.G.S. quad sheet, or other topographic map is preferred).

In addition to the drawings, as much of the following information as possible should be provided.

- Completed data sheets
- Aerial photograph(s) of the site
- Soil survey with soil descriptions
- National Wetlands Inventory Map
- FEMA map
- Site history/Prior land use
- Any other supporting documents to be considered

## **FEDERAL PENALTIES FOR VIOLATIONS AND RELATED STATE CODES**

### ***U. S. ARMY CORPS OF ENGINEERS***

*Section 10 of the Rivers and Harbors Act of March 1899 (33 U. S. C. 401, 403, & 404) - Penalties as provided by Section 12 of the Act (33 U. S. C. 406) are not less than \$500 or more than \$2,500 or 1 year imprisonment or both.*

### ***U. S. ARMY CORPS OF ENGINEERS & ENVIRONMENTAL PROTECTION AGENCY***

*Section 404 of the Clean Water Act (33 U. S. C. 1251 et seq.) - Criminal penalties are not less than \$2,500 per day or more than \$25,000 per day or up to 1 year imprisonment or both; after the first violation (conviction) not more than \$50,000 per day or up to 2 years imprisonment or both (33 U. S. C. 1319 (c) (1)). Civil penalties may be as much as \$25,000 for each day of violation 33 U. S. C. 1319 (d) and 33 U. S. C. 1344 (s) (4).*

*Injunctive Relief - Court order to remove, restore, or comply with other conditions.*

*False Statements - Falsifying information in the application may result in a maximum fine of \$20,000 or up to 6 months imprisonment or both.*

*The Environmental Protection Agency also has the authority to assess administrative penalties up to \$125,000 for violations of Section 404 of the Clean Water Act.*

### ***VIRGINIA MARINE RESOURCES COMMISSION***

*Title 28.2 of the Code of Virginia*

#### *Chapter 12 - Submerged Lands*

*Article 1 - Ownership & Uses of Submerged Lands*

*Article 2 - Enforcement & Penalties*

#### *Chapter 13 - Wetlands*

*Article 1 - General Provisions*

*Article 2 - Wetlands Zoning Ordinances & Wetlands Boards*

*Article 3 - Permits & Review*

*Article 4 - Enforcement & Penalties*

#### *Chapter 14 - Coastal Primary Sand Dunes & Beaches*

*Article 1 - General Provisions*

*Article 2 - Coastal Primary Sand Dune Ordinance & Boards*

*Article 3 - Permits & Review*

*Article 4 - Enforcement & Penalties*

For violations under each Chapter civil charges up to \$10,000.00 may be assessed by the Commission or a local Wetlands Board, or civil penalties up to \$25,000.00, for each day of the violation, may be assessed by an appropriate circuit court.

### ***DEPARTMENT OF ENVIRONMENTAL QUALITY***

*Chapter 3.1, Section 62.1-44, may assess civil penalties of up to \$25,000 per day, willful or negligent violations are punishable by not more than 12 months in jail and a fine of not less than \$2,500 or more than \$25,000. Persons convicted of a felony under this section is punishable by not less than 1 year, nor more than three years in jail, fines not less than \$5,000, nor more than \$50,000 for each violation. Should the felony involve imminent danger of death or serious bodily harm, it is punishable by not less than 2 years, nor more than 15 years in prison and a fine of not less than \$250,000. A defendant who is not an individual, convicted of this same felony shall be sentenced to pay a fine not exceeding the greater of \$1,000,000 or three times the economic benefit that would have been realized by the activity producing the offense.*

### ***PRIVACY ACT STATEMENT***

The Department of the Army permit program is authorized by Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act, and Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972. These laws require that individuals obtain permits that authorize structures and work in or affecting navigable waters of the United States, the discharge of dredged or fill material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters prior to undertaking the activity. Information provided in the joint permit application will be used in the permit review process and is a matter of public record once the application is filed. Disclosure of the requested information is voluntary; however, it may not be possible to evaluate the permit application or issue a permit if the information requested is not provided.

## ***PROCESSING PROCEDURES***

*Concurrent processing* - When your application is received by VMRC, an application number is assigned. This number will be used when referring to your project. Copies of the application will be forwarded to the regulatory agencies by VMRC. Because of differences in jurisdiction and laws, these agencies will perform separate but concurrent reviews of your project.

*Site Inspections* - Site inspections are necessary to evaluate proposals before, during, and after a permit is issued. Photographs of the project sight will be taken during the on-site evaluations. Failure to allow an authorized representative to enter or to take photographs of conditions at the project site may result in permit denial.

*Joint State/Federal Public Notice* - A Joint Public Notice may be used to advertise project plans. Comments received in response to the Public Notice are considered by each agency in reaching their individual decisions on the project. Certain types of projects may qualify for Corps general permits. In such cases, a joint public notice will not be prepared. The affected state and local agencies will then follow their individual regulations for advertising the project which may require publication in a local newspaper.

*Commenting on Notices* - Adjacent property owners and others who have expressed interest in a particular area are furnished a copy of the joint public notice. In addition, local and state agencies may place a public notice in the local newspaper. Anyone may comment on a public notice. Comments must be made in writing and received by the close of the comment period specified in the public notice.

*Public Hearings* - At the close of the Public Notice comment period Public Hearings may be held by Local, State, or Federal agencies. All applications requiring a local wetlands permit are considered at a public hearing held by the local wetlands board.

*Purpose of Federal Hearings* - The purpose of a Federal public hearing is to acquire information that is pertinent to the decision making process and cannot be obtained through other means.

*Federal Hearing Procedures* - Most projects usually affect only the applicant and the surrounding neighborhood. Very few projects require a public hearing. When a hearing is necessary, a 30 day public notice is sent out announcing the date, time and place of the hearing. A decision on the project will not be made at the hearing. A 10 day comment period follows the hearing to allow for additional facts or information to be submitted before the District Engineer makes a final decision.

*State/Local Hearing Procedures* - Projects affecting tidal wetlands will be heard by the appropriate Local Wetlands Board after a notice of Public Hearing has been advertised at least once a week for two consecutive weeks in a local newspaper. You should consult your local wetlands board to determine who bears the cost for this advertisement. VMRC will conduct the hearings for localities with no wetlands board.

*Commission Meetings* - Protested applications for a Virginia Marine Resources Commission permit which cannot be resolved, projects costing over \$50,000 involving encroachment upon or over State-owned subaqueous land, and all projects affecting State and local wetlands in localities without a wetlands board will be scheduled for Public Hearings by VMRC at their regularly scheduled monthly commission meetings. All interested parties will be officially notified regarding the date and time of the hearing, as well as informed of Commission meeting procedures. The Commission will make a decision on the project at the meeting unless a decision for continuance is made.

*Joint Processing Meetings* - Pending applications that do not meet the criteria of the Corps general permits are discussed at a joint processing meeting attended by representatives from the regulatory/advisory agencies. Project impacts as well as possible alternatives are discussed. These meetings are designed to reduce processing time by eliminating duplication of agency efforts.

*Virginia Water Protection Permits* - All applications and permits will be processed in accordance with the Virginia Water Protection Permit Regulations (VA 680-15-02) and with Procedural Rule No. 1.

*Finalization of Process* - If the project is approved, a permit is sent to the applicant. In some cases a notarized signature as well as processing fees and royalties are required before the permit is validated. If the project is denied, the reason(s) for denial will be provided in writing.

If you have questions about completing the application or drawings or on the permitting process, call any of the agencies listed on pages 51-54 of this guide.

## ***MOST FREQUENTLY ASKED QUESTIONS***

***What is the U. S. Corps of Engineers and what do they do, and why?*** The Corps of Engineers is a branch of the U. S. Army. You may not realize that the Corps' responsibilities go far beyond bridge and dam building. Specifically, the Corps' Regulatory Branch is responsible for regulating construction, dredging, and filling activities in waters of the United States including tidal and nontidal wetlands. Congress charged the Corps with administering Section 10 of the Rivers and Harbors Act of 1899 which prohibits obstructing or altering navigable waters of the U. S. without a permit. In 1977, the Corps was also charged with administering Section 404 of the Clean Water Act which prohibits the unauthorized discharge of dredged or fill material into waters, including tidal and nontidal wetlands of the United States.

***What are nationwide and regional permits?*** A nationwide permit is a form of general permit which authorizes certain activities throughout the nation in many cases without the property owner needing to notify the Corps provided certain conditions are met. However, an application may still be required for State review. A regional permit is a general permit issued by division or district engineers on a regional basis. The Norfolk District has issued regional permits for some 20 different activities.

***How do I know if I need a permit?*** Any activity (structure, dredging, certain land clearing, filling, etc.) which obstructs, alters, or discharges fill into waters of the United States including tidal and nontidal wetlands may require a permit from the Corps, the Virginia Marine Resources Commission, the Virginia Department of Environmental Quality and or the local wetlands board. You may call the appropriate agency listed at the front of the joint application booklet for further guidance.

***Will someone visit the site of my proposed project and tell me what is the best course of action?*** If you believe a site visit would assist you in developing your project plans, you may call the Corps.

***What is the permit process?*** The permitting process begins with you. You complete a Joint Permit Application and send it to the Virginia Marine Resources Commission (VMRC). VMRC assigns an application number and sends copies of your application to DEQ, your local wetlands board and to the Corps. Projects not satisfying the requirements of a nationwide or regional permit may need to be advertised by public notice. The Corps is required to coordinate such applications with the Environmental Protection Agency, the U. S. Fish and Wildlife Service, and the National Marine Fisheries Service. The Corps considers the view of these agencies as well as comments received from the public in their evaluation of the project.

***What are the penalties if I do not follow the permit process?*** The agencies are responsible for enforcing the regulations they administer. Reported or detected violations will be investigated. Should a violation be confirmed, appropriate action will be pursued. (See page 57 for specific Federal and State penalties.)

***Where can I get further information about wetlands, wildlife, and the regulatory process?*** There are many sources. For information regarding wetlands, wildlife and the regulatory process you may contact any of the regulatory and advisory agencies listed on pages 51-54 of this booklet. The following agencies may also provide valuable information about aquatic resources, wetlands, wildlife and thier habitats:

Chesapeake Bay Local Assistance Department  
Environmental Protection Agency Wetlands Hotline

1-800-243-7229 (1-800-CHESBAY)  
1-800-832-7828

As a reminder, your local wetlands board (mostly in tidal areas) or your local Soil & Water Conservation District may also provide assistance and advice on development in or affecting wetlands.

***Does VMRC have jurisdiction in areas other than Tidewater?*** Yes, in State-owned submerged lands in nontidal areas. This includes all the beds of the bays, rivers and creeks not conveyed by special grant or compact according to law. All perennial streams may be under VMRC jurisdiction.

## ***DEFINITIONS, SPECIAL TERMS, & ABBREVIATIONS***

- Acre - Foot** - Unit of volume of water that would cover one acre to a depth of one foot; equal to 43,560 cf.
- Adjacent Property Owner** - Individuals owning property that shares the boundary (common property line) of the property at the project site.
- Anadromous fish** - Fish that swim upstream to spawn.
- Beach Nourishment** - The placement of suitable sand on a shore to restore and stabilize an eroding beach.
- Benchmark** - A fixed point of reference used in a measure that under normal circumstances will not move or be changed. For example: the distance from the corner of a house to a telephone pole, or an official government survey marker.
- Breakwater** - A fixed or floating structure usually constructed parallel to the shoreline to protect the shoreline from erosion by reducing the wave energy that reaches the shore.
- Bulkhead** - an upright structure built to protect an eroding shoreline from the force of water.
- Community Facility for Boat Moorings** - A facility operating under public or private ownership which provides mooring for boats whether on a free, rental, or fee basis or for the convenience of a particular group of individuals.
- Complete Application** -The basic application, all applicable appendices, and drawings properly filled out and completed.
- CFS** -Cubic feet per second.
- Cubic Yard** - A measure of volume; length x width x depth = volume (27 cubic feet = 1 cubic yard).
- Dredged Material** - Material that is excavated or dredged from waters of the United States.
- Estuarine** - River systems that extend upstream to an imaginary line that closes the mouth of the river, bay or sound. Generally, the term estuary refers to the portion of the river from the ocean to the point where the ocean salts are diluted by freshwater from either river currents or upland runoff.
- FPS** - Feet per second.
- Fill Material** -Any material that will change the bottom elevation of an aquatic area, wetland, or water body.
- Finger Pier** - A small walkway generally built perpendicular to a pier for the purpose of providing access to and aid in mooring a boat. (Often referred to as a catwalk, L-head or T-head).
- Filter Cloth** - A thin cloth-like material normally used behind bulkheads or riprap to retain fill material while allowing water to pass through it.
- General Permit** -A Department of the Army (Corps) permit that is issued on a nationwide or regional basis for a category or categories of activities when the work is similar in nature and causes only minimal individual and cumulative environmental impacts.
- Groin** - A structure built perpendicular to the shore whose main function is to trap and retain moving sediments.
- Intermittent Stream** - A stream that has flowing water at some times and is dry at other times.
- Intertidal Zone** - The area of land that is submerged at high tide and exposed at low tide.
- Jetty** - A structure, much like a groin, that is built alongside a channel or harbor entrance to prevent sand from building up in the channel and obstructing navigation. Jetties are seldom low profile since their main purpose is to maintain a channel opening.
- Joint Public Notice** - A public notice that satisfies the advertising requirements of the Virginia State Water Control Board, the Virginia Marine Resources Commission, the Tennessee Valley Authority, and the Corps of Engineers.
- Linear Feet** - The total footage of a structure measuring in a continuous line along the structure.
- Low Profile Groin** - A groin design where the height of the structure is gradually lowered so the channelward end is below mean low water which allows sand to bypass the structure (once the structure is filled) so that beaches downdrift of the groin will still receive sand.
- Marina** - Any installation operating under public or private ownership which provides mooring (not including paddle or rowboats), sale, rental, equipment, supply, or service for the convenience of the public or their leases, renters, or users of their facilities.

**Marsh Peat Surface** - The surface of the area containing the roots of the wetland vegetation. Also referred to as the wetland substrate.

**Mean High Water (MHW)** - The average elevation of high water in tidal areas.

**Mean High Water Line** - A contour line on a drawing that shows the landward limits of an average high tide.

**Mean Low Water (MLW)** - The average elevation of low water in tidal areas.

**Mean Low Water Line** - A contour line on a drawing that shows the channelward limits of an average low tide.

**MGD** - Million gallons per day.

**Mudflats** - Nearly level areas without vegetation that are covered during high water and exposed at low water.

**Nationwide Permit** - Nationwide permits are a type of general permit that authorize certain specified activities nationwide. If certain conditions are met, the specified activity may be undertaken without the need for an individual or regional permit.

**Navigable Waters of the United States** - Waters of the United States that are subject to the ebb and flow of the tide, and/or are presently used, or have been used in the past, or may be susceptible to use for the transport of interstate or foreign commerce.

**Nontidal Waters** - Waterways or impoundments not subject to the periodic rise and fall of the tide.

**Non-Vegetated Wetlands - State and Local Definition:** The Commonwealth of Virginia has defined these areas as follows: *Non-vegetated wetlands include the land lying between and contiguous to mean low water to an elevation of mean high water not otherwise considered "vegetated wetlands".* Generally, this is any area between mean low water and mean high water which does not exhibit or support vegetation. These areas include mudflats, sand beaches, eroding shorelines, etc.

**Ordinary High Water (OHW)** - The average elevation of high water in nontidal areas.

**Ordinary High Water Line** - A contour line on maps of nontidal waterfront property that shows the landward limits of normal high water.

**Perennial Stream** - A stream that has flowing water year round and is usually indicated by a solid blue line on U.S.G.S. quadrangle maps.

**Pre-Discharge Notification (PDN)** - Notification required by the Corps of Engineers on specific projects that may meet the criteria of certain Nationwide Permits.

**Put & Take Trout Waters** - Cool, clear, freshwater streams that are stocked with various species of trout.

**Regional Permit** - Regional permits are a type of General Permit that may be issued by a division or district engineer for activities within a specific geographic area.

**Retaining wall** - An upright structure built to prevent property from slumping into a waterway.

**Revetment** - A facing, usually made of stone or concrete, installed to protect an eroding shoreline from the force of water.

**Riparian Rights** - The rights of a person owning land bordering on a water body to reach navigable water.

**Riprap** - A layer of material such as stone or chunks of concrete on an embankment slope to prevent erosion.

**Splash Apron** - A structure that is usually made of riprap or concrete and placed at the outlet of a pipe to absorb the initial impact of the flow and reduce the flow velocity to a level which will not erode the receiving channel or area.

**Spur** - A short structure, normally less than 20 feet in length, built perpendicular to a groin for the purpose of reducing erosion or scour downdrift of the groin.

**Square Feet** - A measurement of area ( length x width = area),

**State Waters** - All water, on the surface and under the ground, wholly or partially within its jurisdiction.

**Subaqueous Land** - Land which is submerged below mean low water (channelward of the mean low water line) in tidal areas or below ordinary high water (channelward of the ordinary high water line) in nontidal areas.

**Tidal Waters** - Waters subject to a periodic rise and fall in elevation caused by the moon and sun and occurring in a cyclic manner, normally every 12 hours.

**Trout waters** - Cool, clear, freshwater streams that provide habitat for various species of trout. Trout cannot survive in waters warmer than 68 degrees.

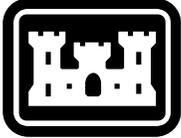
**Vegetated Shallows** - Shallow water areas that support submerged aquatic vegetation.

**Vegetated Wetlands - State and Local Definition:** The Commonwealth of Virginia has defined these areas as follows: *Vegetated wetlands include the land lying between and contiguous to mean low water to an elevation above mean low water equal to one and one-half times the mean tide range at the site of the proposed project and upon which one or more species of tidal wetland plants is growing.* Generally, this is the land between and adjacent to the range of mean high water and mean low water which supports at least one species of wetland vegetation. This definition includes the land within one and one-half times the range of the average tide at the site. State and Local wetlands are limited to tidal areas of the commonwealth.

**Federal Definition** - The Government of the United States has defined wetlands as follows: *Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.* Federal wetlands generally include swamps, marshes, bogs, and similar areas. It should be noted in many cases the federal definition of wetlands includes areas at higher elevation than one and one-half times the mean high tide range. Federal wetlands are not limited to tidal areas.

**Vernal Pools** - Pools that may only seasonally have standing water. Several endangered species are dependant on vernal pools for their reproduction and continued existence.

**Waters of the United States** - Coastal (including territorial seas) and inland waters, lakes, rivers, and streams that are navigable waters of the United States, including adjacent wetlands. PLUS: Tributaries to navigable waters of the United States, including adjacent wetlands. (Man-made, nontidal drainage and irrigation ditches excavated from dry land, not from wetlands, are not considered to be tributaries.) PLUS: Interstate waters and their tributaries, including adjacent wetlands.



U.S. Army Corps  
Of Engineers  
Norfolk District

**CERTIFICATE OF COMPLIANCE  
WITH  
ARMY CORPS OF ENGINEERS, NORFOLK DISTRICT  
REGIONAL PERMIT RP-17 FOR PRIVATE PIERS**

I, \_\_\_\_\_, hereby certify that I have read and understand all conditions of the effective Regional Permit RP-17, issued by the Army Corps of Engineers, Norfolk District, Norfolk, Virginia, regulating the construction, maintenance, and repair of **private, non-commercial piers & mooring piles** in certain navigable waters of the United States within the Commonwealth of Virginia. The proposed (work) to be located at:

\_\_\_\_\_

\_\_\_\_\_

fully complies with all conditions set forth in RP-17.

I agree to make available a copy of this certification and any other documents required by RP-17 to any regulatory representative authorized to visit the project site to ensure permit compliance. If I fail to provide the required documentation upon request, I understand that the representative will have the option of stopping work at the project site until it has been determined that I am in full compliance with all terms and conditions set forth in the regional permit.

\_\_\_\_\_  
Signature of Property Owner or Agent

\_\_\_\_\_  
Date

**NOTE: DO NOT SIGN THIS FORM IF YOU ARE CONSTRUCTING A BULKHEAD, RIPRAP REVETMENT, OR PERFORMING ANY OTHER ACTIVITY NOT COVERED BY RP-17. DO NOT SIGN THIS FORM IF YOU HAVE NOT READ THE TERMS AND CONDITIONS OF RP-17. YOU MAY CONTACT THE CORPS AT (804) 441-7652 FOR A COPY OF THE PERMIT.**