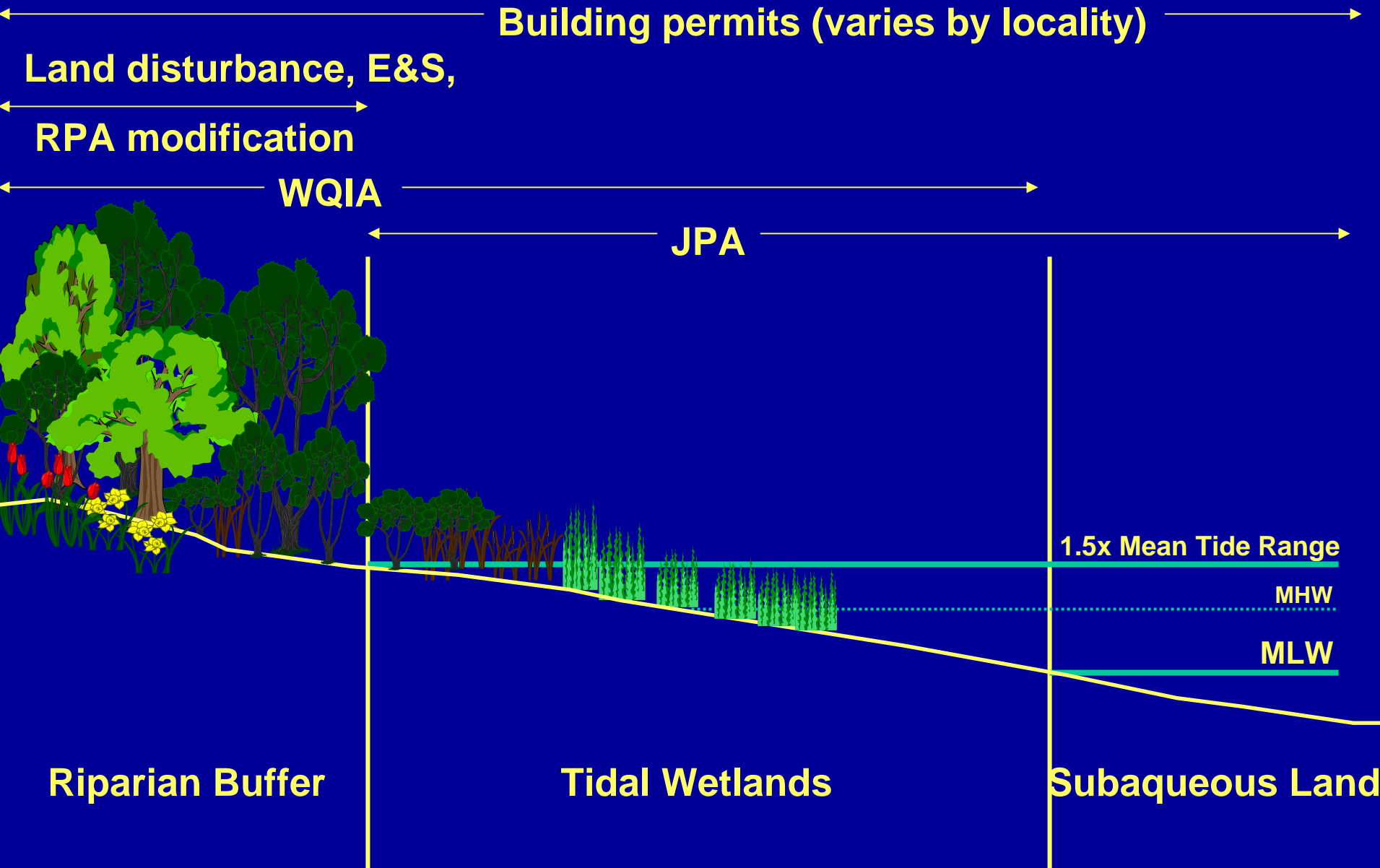


# Permit Processing

Can we integrate the permit  
process?

# Permit requirements – partial list



## Part 1 – General Information

**PLEASE PRINT OR TYPE ALL RESPONSES:** 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 8-1/2" x 11" sheets of paper.

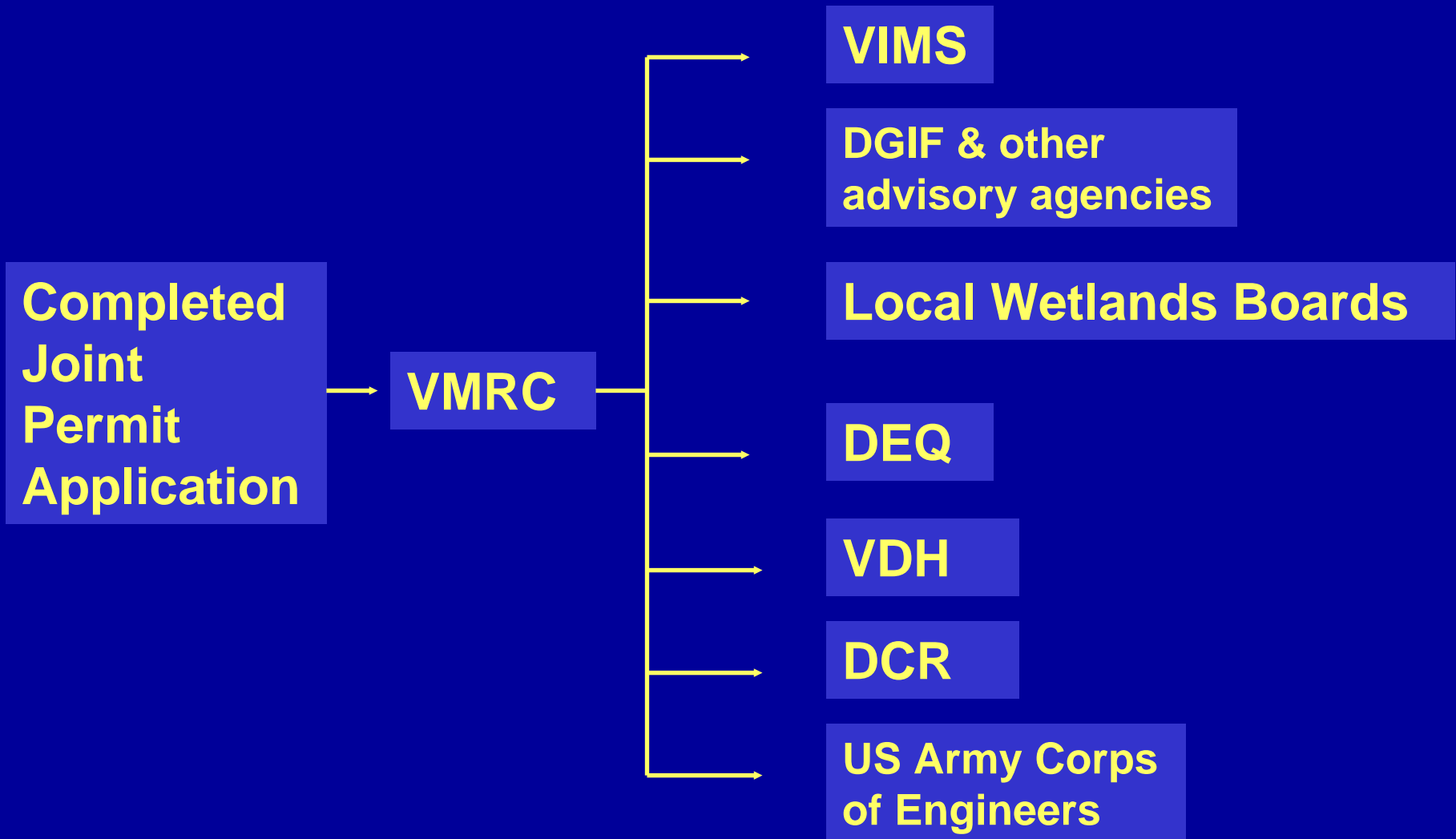
County or City in which the project is located: _____ Waterway at project site: _____
--

- |  |  |
|--|--|
| 1. Applicant's name and complete mailing address:<br><br>(If multiple applicants, each must sign the applicant signature page)   | Contact Information:<br>Home ( ) _____<br>Work ( ) _____<br>Fax ( ) _____<br>Cell/ Pager ( ) _____<br>e-mail _____ |
| 2. Property owner(s) name and complete address, if different from applicant  | Contact Information:<br>Home ( ) _____<br>Work ( ) _____<br>Fax ( ) _____<br>Cell/ Pager ( ) _____<br>e-mail _____ |
| 3. Authorized agent name and complete mailing address (if applicable):   | Contact Information:<br>Home ( ) _____<br>Work ( ) _____<br>Fax ( ) _____<br>Cell/ Pager ( ) _____<br>e-mail _____ |
| 4. Provide a <u>detailed</u> description, in the space below, of the project. For example, a description <u>may</u> be "construction of a timber bulkhead, 125 linear feet long, 6 feet high etc.". Be sure to include how the construction site will be accessed, especially if clearing and/or grading will be required. |  |

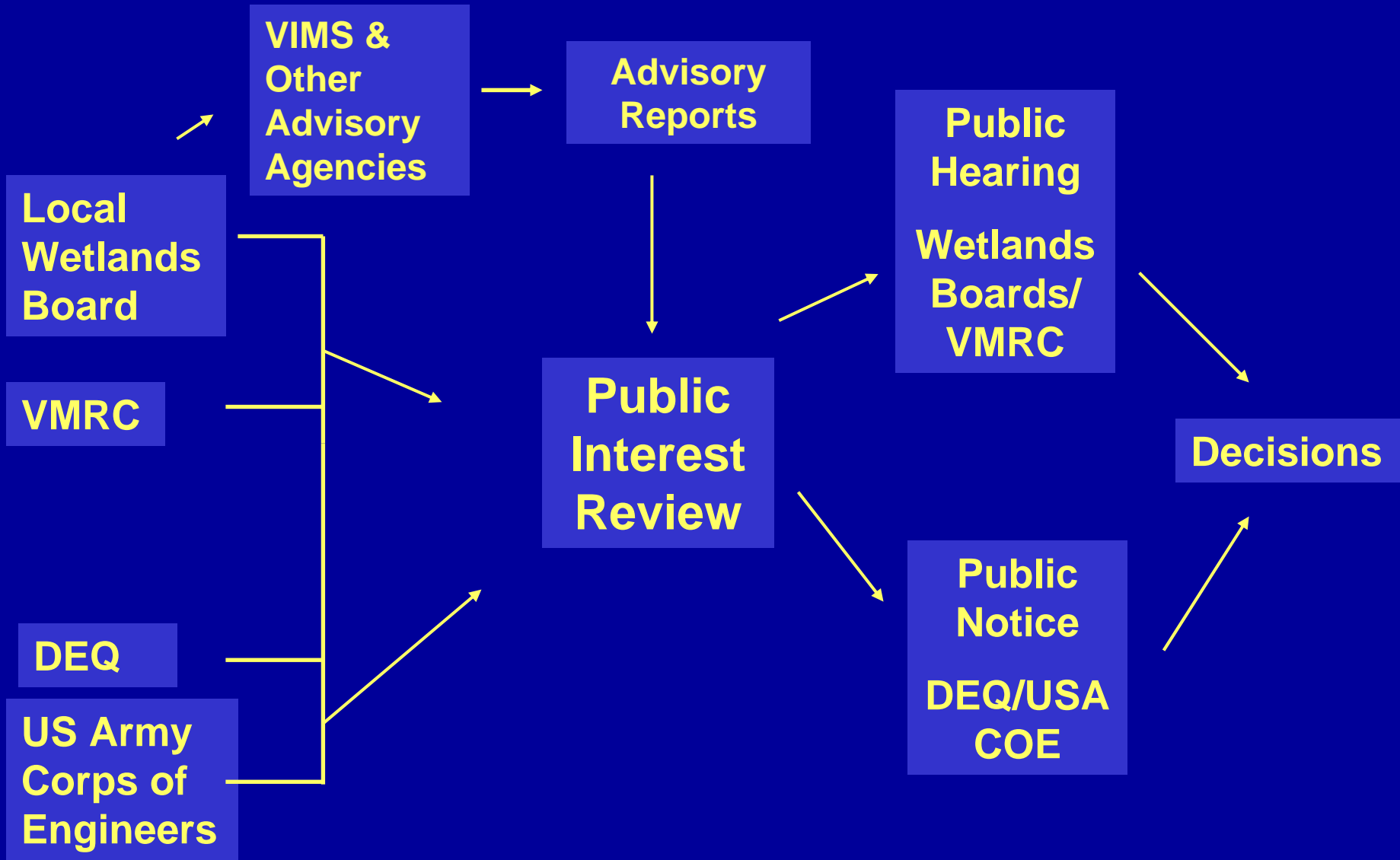
FOR AGENCY USE ONLY	
	Notes:
	JPA #

# Processing the Joint Permit Application

# Distribution of Permit Applications



# Permit Process, continued



# Wetlands Board JPA Time Clock

- Starts when you determine that the application is complete
- Within 60 days, must hold public hearing
- Notify agencies 20+ days before hearing
- Advertise public hearing in newspaper for 2 weeks prior to hearing
- Decision made within 30 days after hearing
- VMRC can decide to review decision (within 10 calendar days of WB decision)

## Part 1 – General Information

**PLEASE PRINT OR TYPE ALL RESPONSES:** 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 8-1/2" x 11" sheets of paper.

County or City in which the project is located: \_\_\_\_\_  
Waterway at project site: \_\_\_\_\_

1. Applicant's name and complete mailing address: \_\_\_\_\_  
(If multiple applicants, each must sign the applicant signature page)

Contact Information:  
Home (\_\_\_\_) \_\_\_\_\_  
Work (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_  
Cell/ Pager (\_\_\_\_) \_\_\_\_\_  
e-mail \_\_\_\_\_
2. Property owner(s) name and complete address, if different from applicant

Contact Information:  
Home (\_\_\_\_) \_\_\_\_\_  
Work (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_  
Cell/ Pager (\_\_\_\_) \_\_\_\_\_  
e-mail \_\_\_\_\_
3. Authorized agent name and complete mailing address (if applicable): \_\_\_\_\_

Contact Information:  
Home (\_\_\_\_) \_\_\_\_\_  
Work (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_  
Cell/ Pager (\_\_\_\_) \_\_\_\_\_  
e-mail \_\_\_\_\_
4. Provide a detailed description, in the space below, of the project. For example, a description may be "construction of a timber bulkhead, 125 linear feet long, 6 feet high etc.". Be sure to include how the construction site will be accessed, especially if clearing and/or grading will be required.

### FOR AGENCY USE ONLY

Notes:

JPA #

# Joint Permit Application

**Appendix B: Projects for Shoreline Stabilization** in tidal wetlands, tidal waters and dunes/beaches (including riprap revetments and associated backfill, marsh toe stabilization, bulkheads and associated backfill, breakwaters, beach nourishment, groins, jetties, etc). Answer all questions that apply. Please provide any reports provided from the Shoreline Erosion Advisory Service.

**NOTE: Information on non-structural, vegetative alternatives (i.e. Living Shoreline) for shoreline stabilization is available at [http://ccrm.vims.edu/coastal\\_zone/living\\_shorelines/index.html](http://ccrm.vims.edu/coastal_zone/living_shorelines/index.html) .**

1. For riprap, bulkheads, marsh toe, breakwaters, groins, jetties: What is the overall length of the structure(s)? \_\_\_\_\_ linear feet. If applicable, what is the volume of the associated backfill? \_\_\_\_\_ cubic yards.
  
2. What is the maximum encroachment channelward of mean high water? \_\_\_\_\_ feet.  
channelward of mean low water? \_\_\_\_\_ feet.  
channelward of the back edge of the dune or beach? \_\_\_\_\_ feet.
  
3. Please calculate the square footage of encroachment over:
  - Vegetated wetlands \_\_\_\_\_ square feet
  - Nonvegetated wetlands \_\_\_\_\_ square feet
  - Subaqueous bottom \_\_\_\_\_ square feet
  - Dune and/or beach \_\_\_\_\_ square feet

**Appendix B: Projects for Shoreline Stabilization** in tidal wetlands, tidal waters and dunes/beaches (including riprap revetments and associated backfill, marsh toe stabilization, bulkheads and associated backfill, breakwaters, beach nourishment, groins, jetties, etc). Answer all questions that apply. Please provide any reports provided from the Shoreline Erosion Advisory Service.

**NOTE: Information on non-structural, vegetative alternatives (i.e. Living Shoreline) for shoreline stabilization is available at [http://ccrm.vims.edu/coastal\\_zone/living\\_shorelines/index.html](http://ccrm.vims.edu/coastal_zone/living_shorelines/index.html) .**

1. For riprap, bulkheads, marsh toe, breakwaters, groins, jetties: What is the overall length of the structure(s)? \_\_\_\_\_ linear feet. If applicable, what is the volume of the associated backfill? \_\_\_\_\_ cubic yards.
  
2. What is the maximum encroachment channelward of mean high water? \_\_\_\_\_ feet.  
channelward of mean low water? \_\_\_\_\_ feet.  
channelward of the back edge of the dune or beach? \_\_\_\_\_ feet
  
3. Please calculate the square footage of encroachment over:
  - Vegetated wetlands \_\_\_\_\_ square feet
  - Nonvegetated wetlands \_\_\_\_\_ square feet
  - Subaqueous bottom \_\_\_\_\_ square feet
  - Dune and/or beach \_\_\_\_\_ square feet

The following items must be included on ALL project drawings: (plan and section, as appropriate)

- north arrow
- waterway name
- existing and proposed structures, labeled as such
- dimensions of proposed structures
- mean high water and mean low water lines
- limits of vegetated wetlands (if applicable)
- ebb/flood direction
- adjacent property lines and owner's name
- distances from proposed structures to fixed points of reference (benchmarks) and adjacent property lines

APPLICANT  VMRC #  DATE

*This application does not include the minimal information necessary for VIMS to provide relevant project-specific recommendations and is considered incomplete. This application will not be evaluated, nor a shoreline permit application report generated for this project, until VIMS receives the missing information indicated below. NOTE: This review does not serve to determine application completeness for local wetlands boards or other regulatory agencies or advisory authorities.*

Detailed description of project  Not provided  Not clear

Comments:

Location of project (911-address or latitude/longitude) is not provided.

Specific driving directions or detailed vicinity map not provided to locate vacant lot.

The proposed estimated amount of wetland and/or sub-aqueous impacts not provided.

Comments:

Plan View Drawings:  Not provided  Not to scale or dimensions not provided  
 Not readable  No MLW and/or MHW depicted  Other

Comments:

Cross Section Drawings:  Not provided  Not to scale or dimensions not provided  
 Not readable  No MLW and/or MHW depicted  Other

Comments:

Information provided is inconsistent:  Drawings and impacts provided are inconsistent  
 Drawings and project description are inconsistent  
 Other

Comments:

Benchmark distances:  Not provided  Not readable  
 Permanent points of reference (i.e. building or tree) not used

Comments:

For more information on completing Joint Permit Applications (JPAs), visit  
[http://ccrm.vims.edu/permits\\_web/CompleteJPAInstructions.html](http://ccrm.vims.edu/permits_web/CompleteJPAInstructions.html)

**Wetlands Program**

P.O. Box 1346  
Gloucester Point, VA 23062-1346  
Phone: (804) 684-7922 Fax: (804) 684-7179  
[wetlands@vims.edu](mailto:wetlands@vims.edu)



# VIMS Incomplete Form

- Provided only to local staff & VMRC.

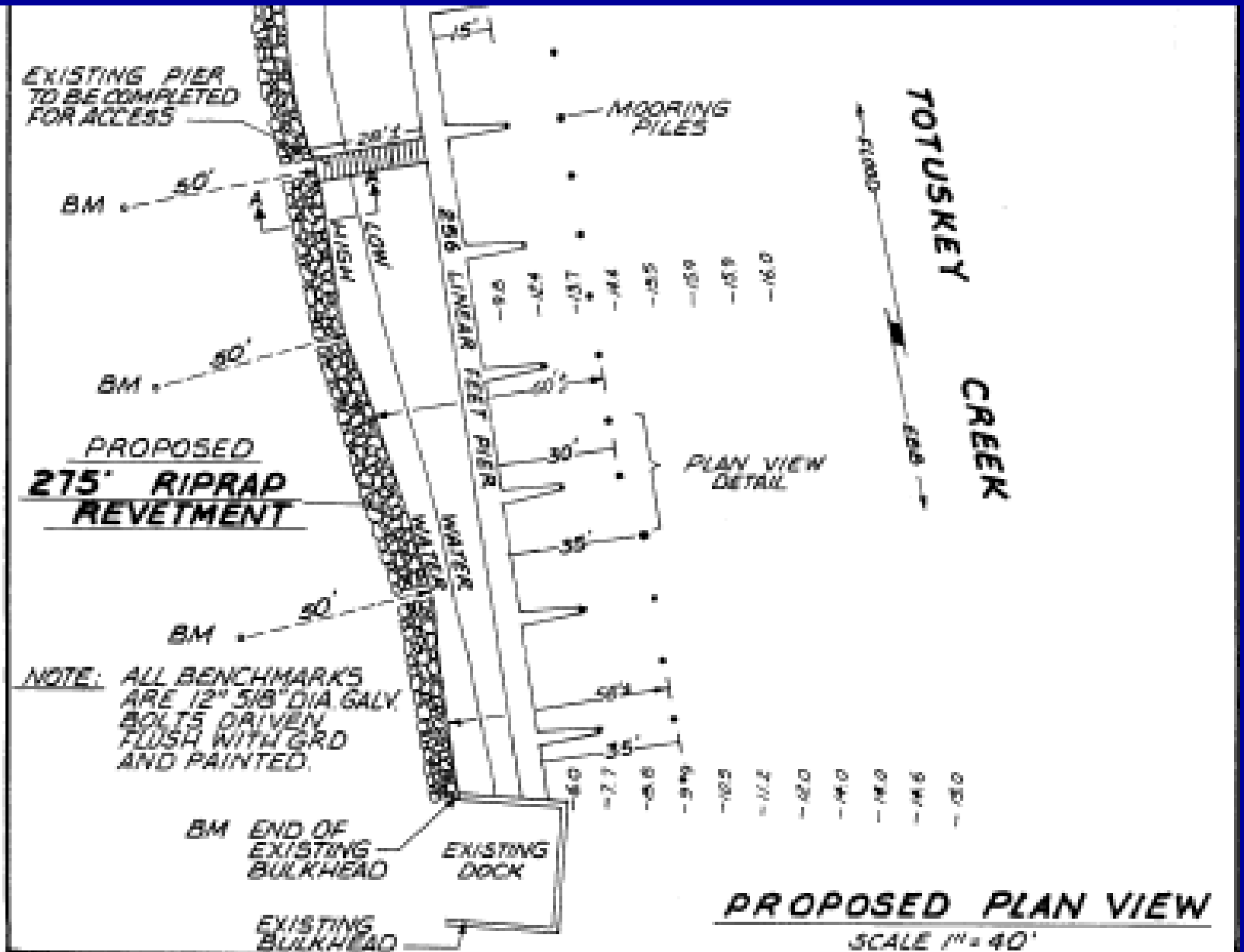
- Includes link to website that explains what's needed:

<http://ccrm.vims.edu/>

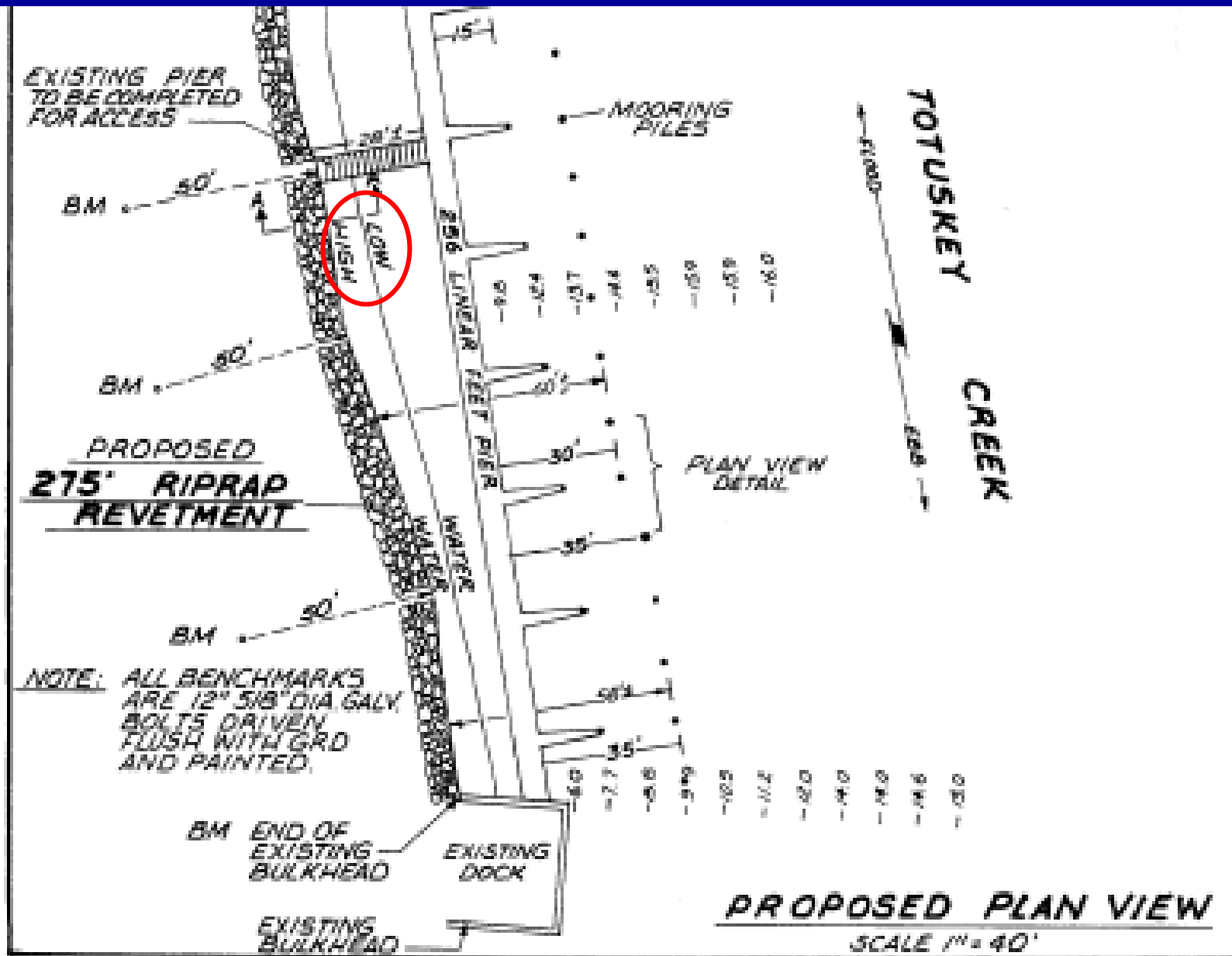
[permits\\_web/](#)

[CompleteJPAInstructions.html](#)

# Plan View Drawing Example







EXISTING PIER  
TO BE COMPLETED  
FOR ACCESS

BM --- 50'

BM --- 80'

**PROPOSED  
275' RIPRAP  
REVTMENT**

BM --- 50'

NOTE: ALL BENCHMARKS  
ARE 12" 5/8" DIA GALV.  
BOLTS DRIVEN  
FLUSH WITH GRD  
AND PAINTED.

BM END OF  
EXISTING  
BULKHEAD

EXISTING  
BULKHEAD

EXISTING  
DOCK

MOORING  
PILES

256  
LINEAR  
FEET  
PIER

WATER  
WATER

PLAN VIEW  
DETAIL

TOTUSKEY  
CREEK



**PROPOSED PLAN VIEW**

SCALE 1" = 40'

EXISTING PIER  
TO BE COMPLETED  
FOR ACCESS

BM

50'

BM

80'

**PROPOSED  
275' RIPRAP  
REVTMENT**

BM

50'

NOTE: ALL BENCHMARKS  
ARE 12" 5/8" DIA GALV.  
BOLTS DRIVEN  
FLUSH WITH GRD  
AND PAINTED.

BM END OF  
EXISTING  
BULKHEAD

EXISTING  
DOCK

EXISTING  
BULKHEAD

MOORING  
PILES

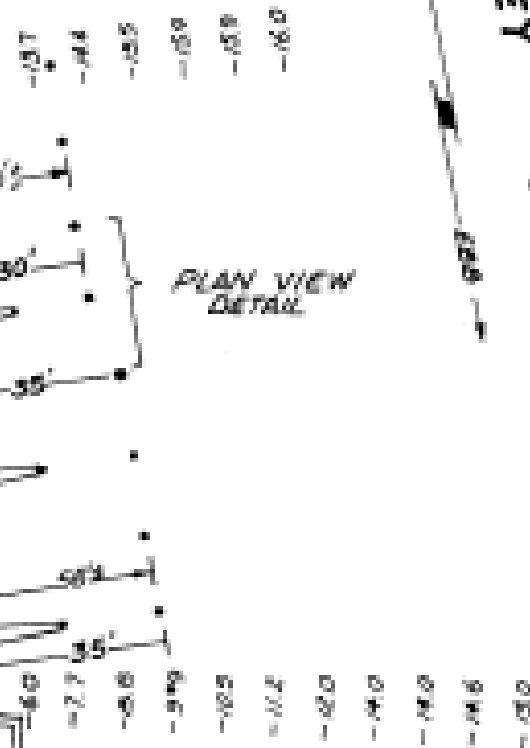
256  
LINEAR  
FEET  
PIER

PLAN VIEW  
DETAIL

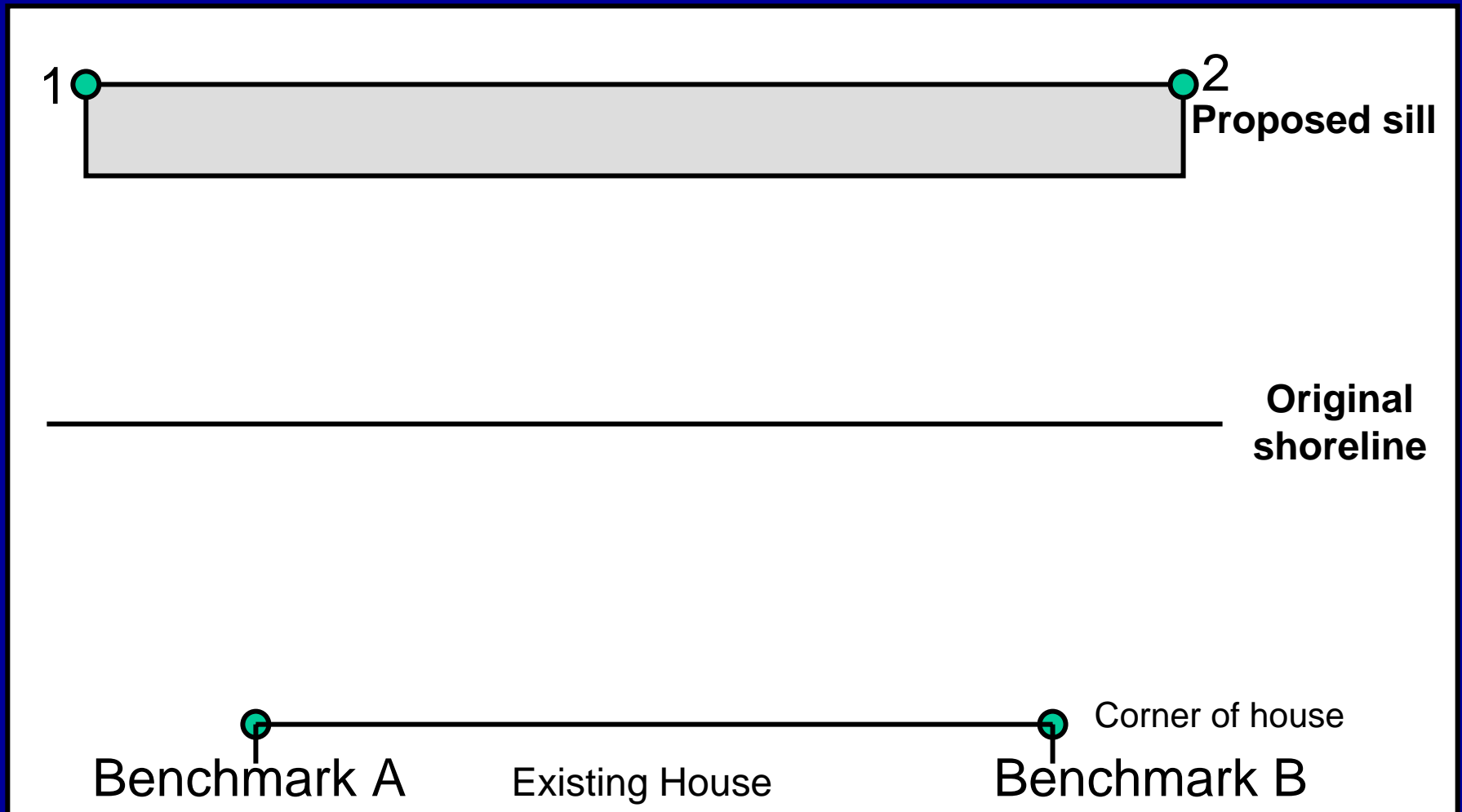
TOTUSKEY  
CREEK

**PROPOSED PLAN VIEW**

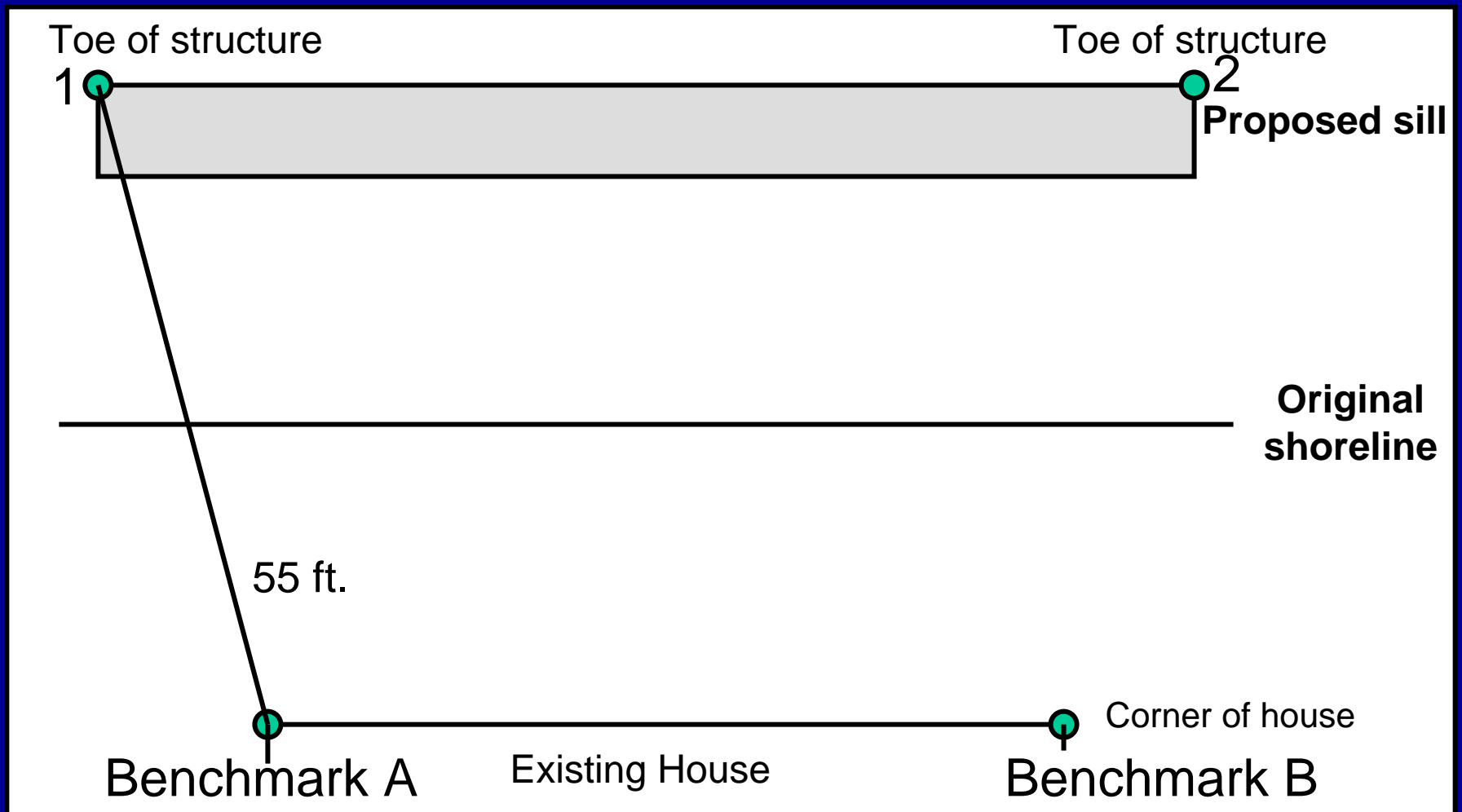
SCALE 1" = 40'



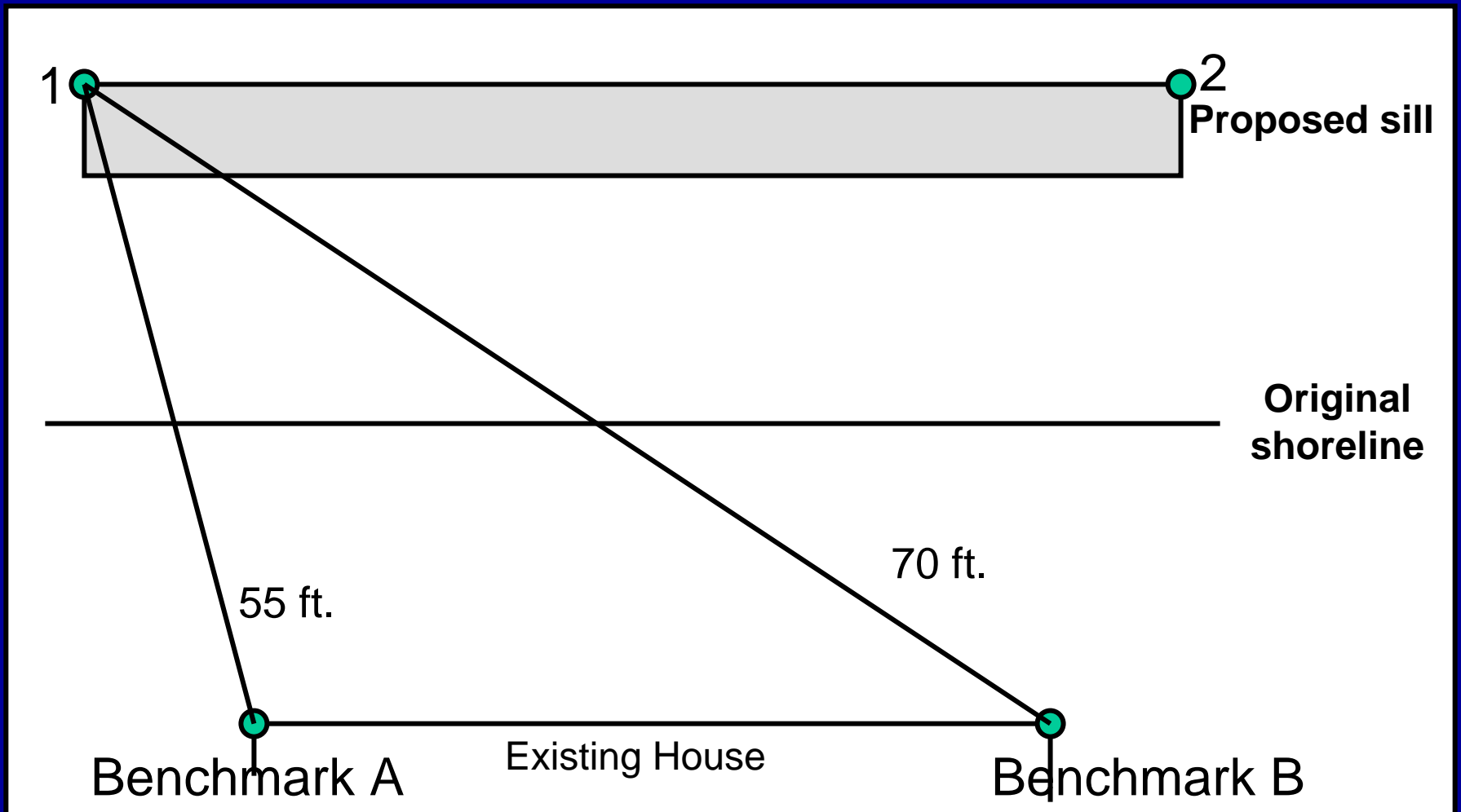
# Measure from benchmarks to each corner and turn of proposed structure



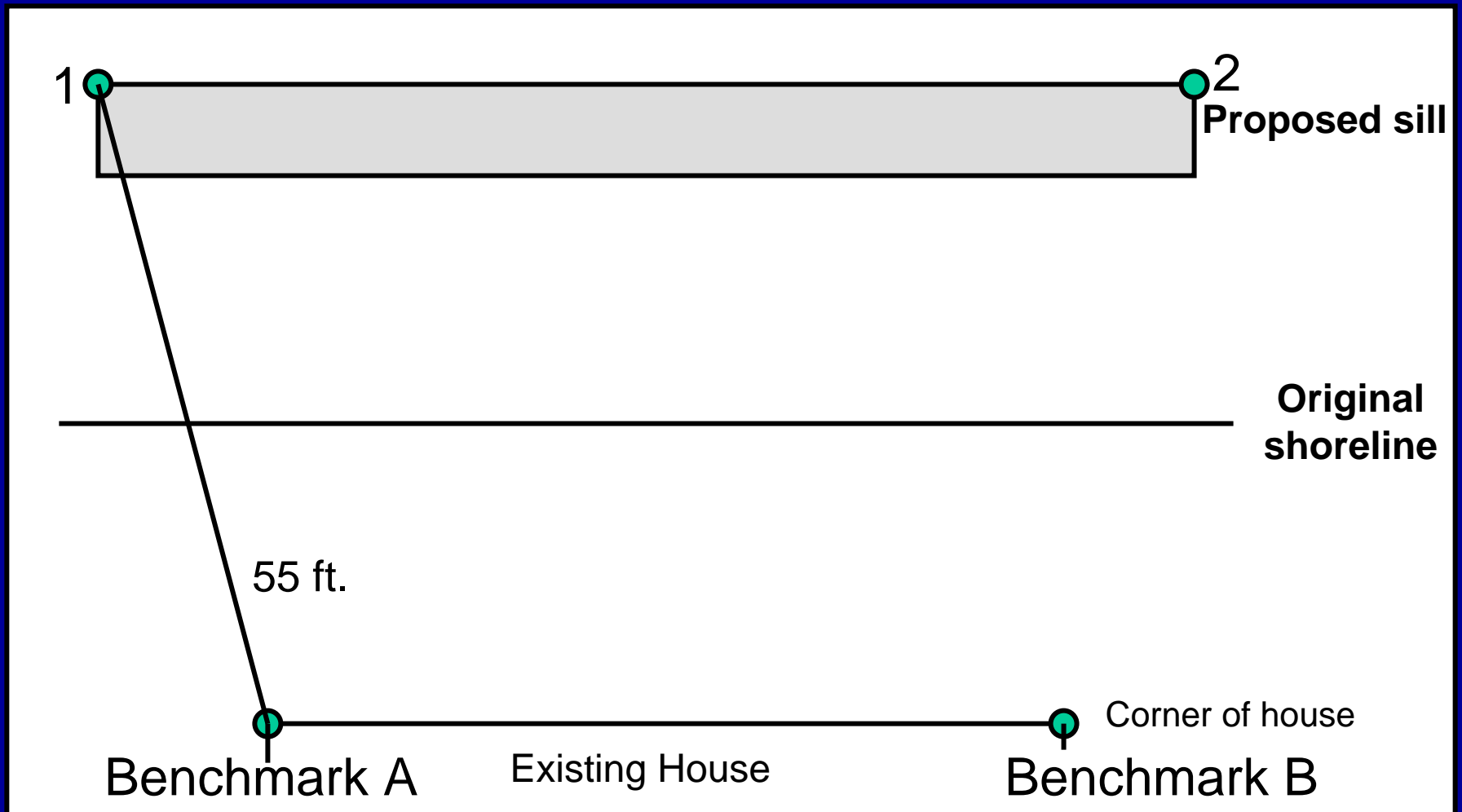
# Benchmarks



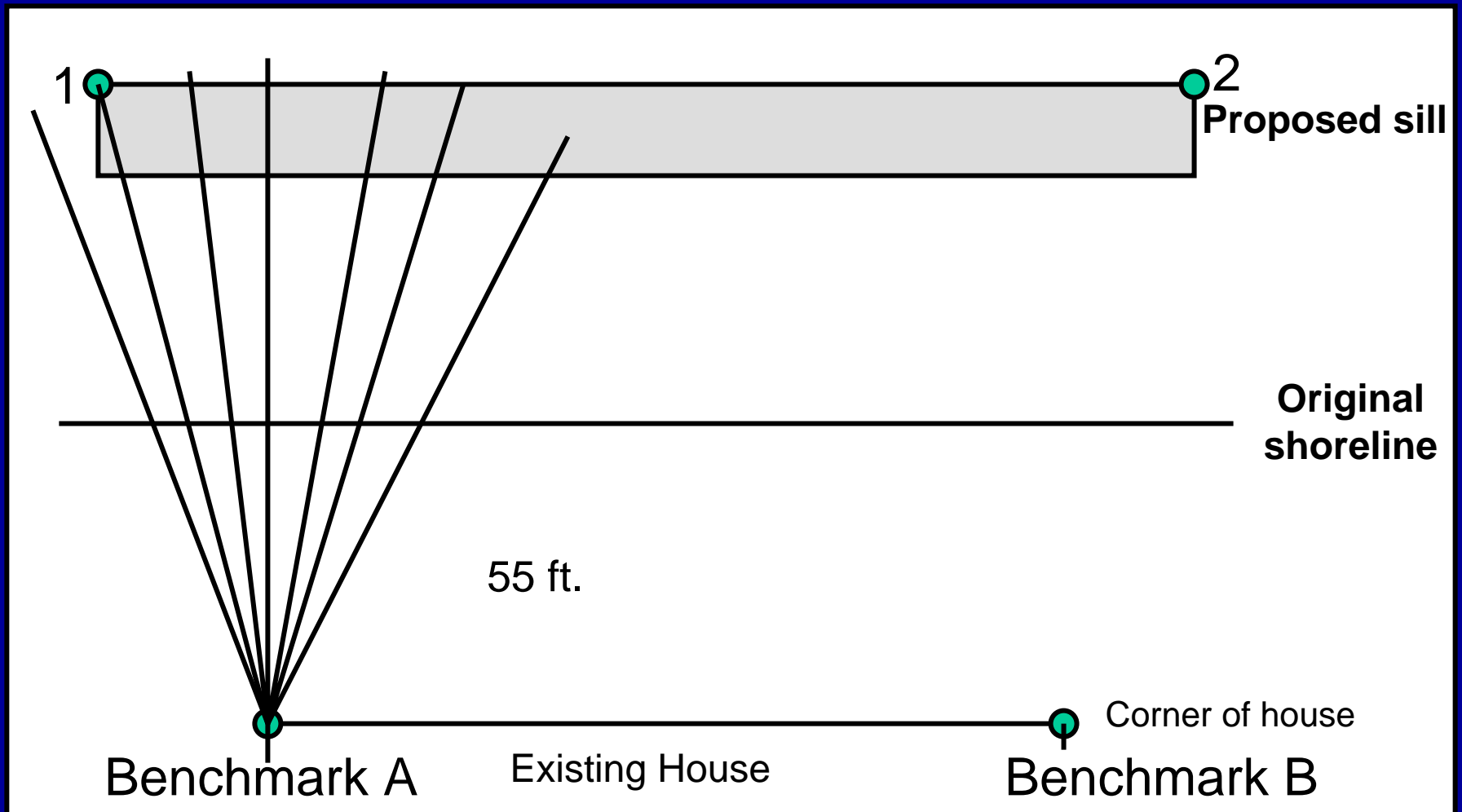
# Measure from each benchmark to each corner & turn



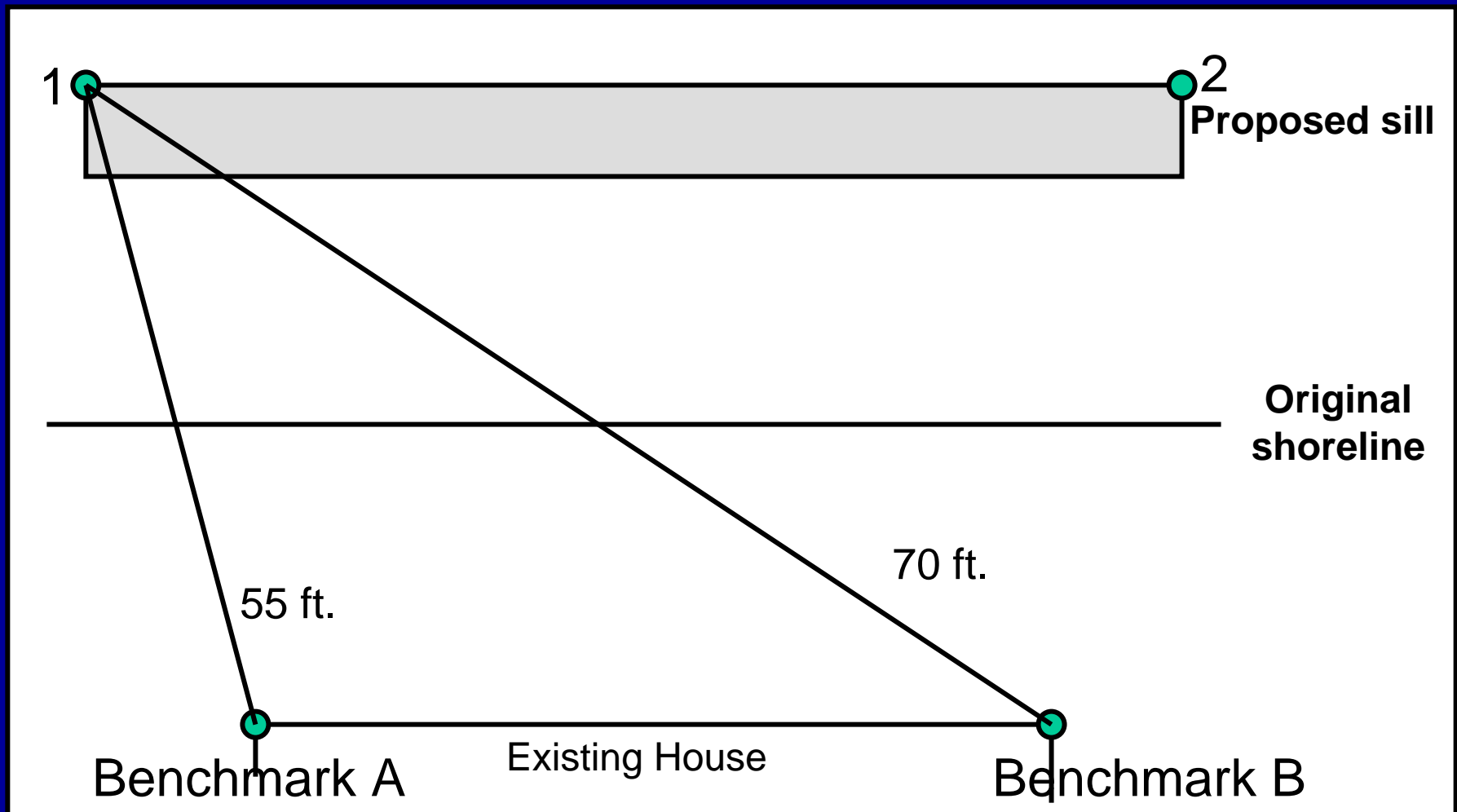
# Why isn't one measurement enough?



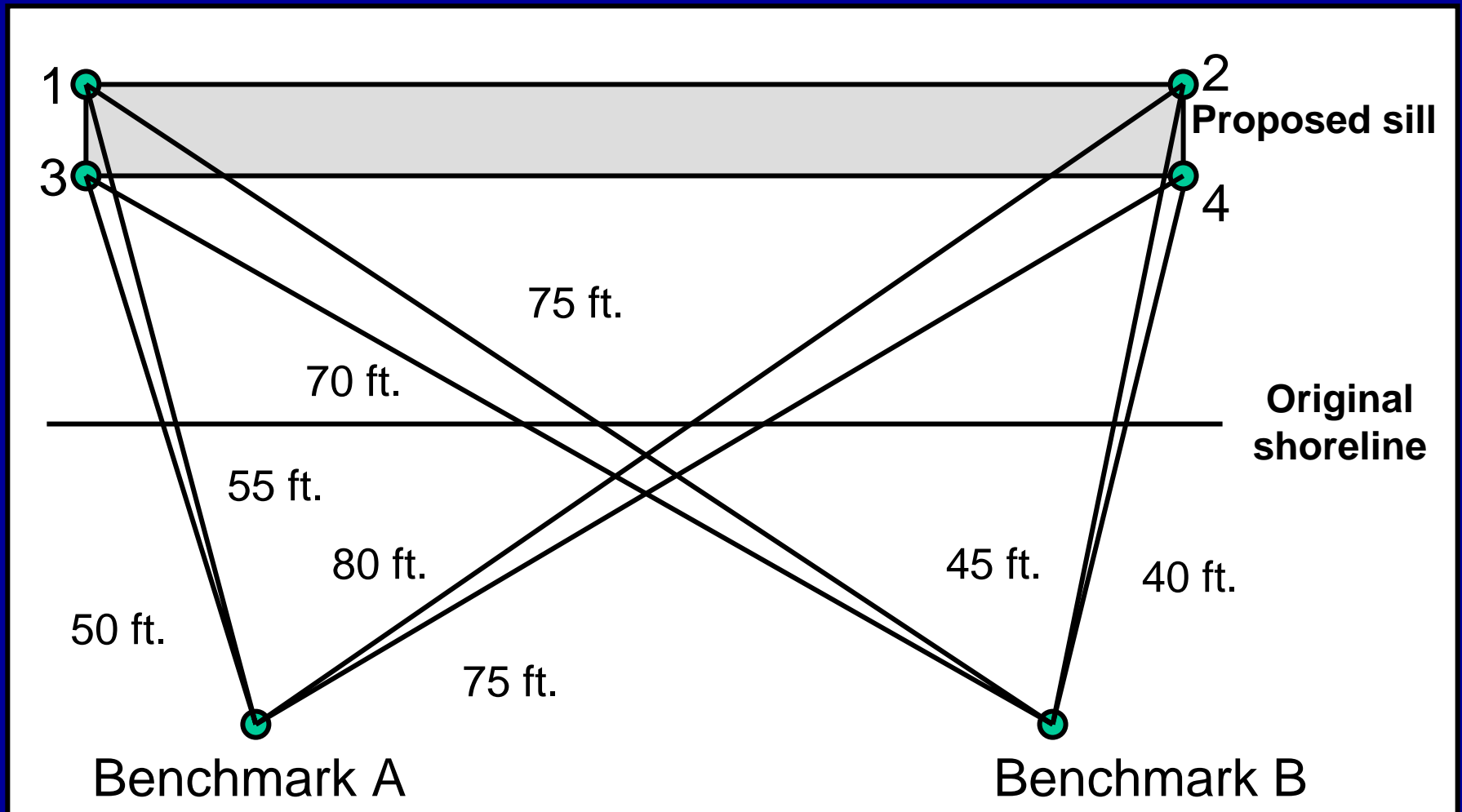
# Problem with single benchmark...which 55 feet?



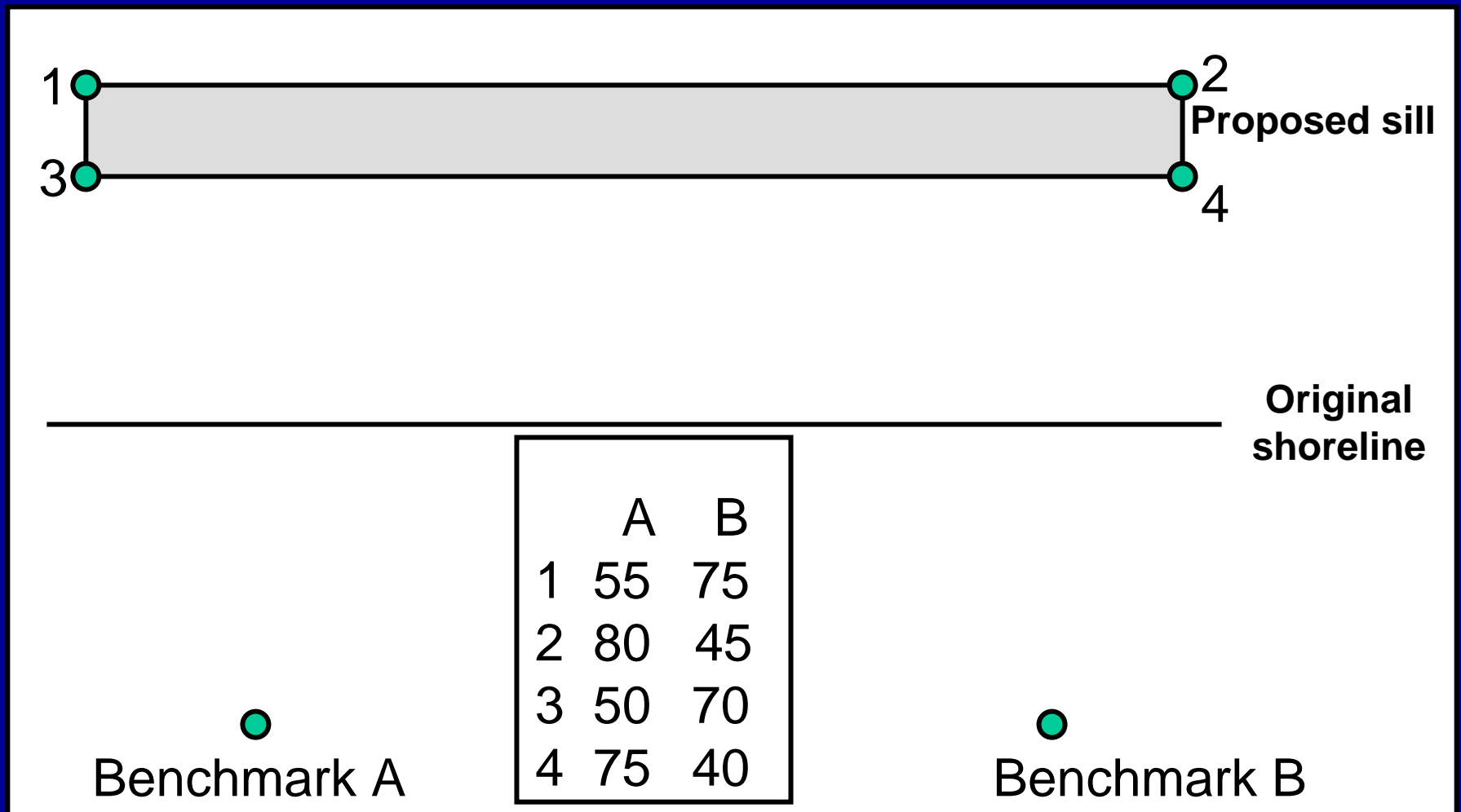
Measuring from each benchmark to each point more specifically fixes the location of that point



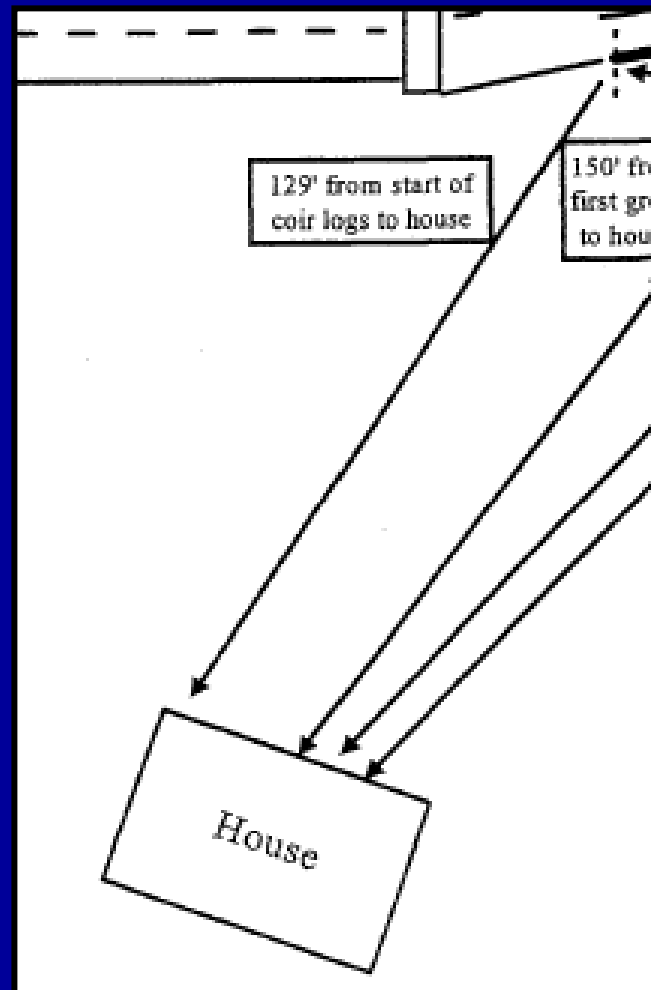
You can mark benchmark distances to all corners of a project, but all of the lines and distances can get confusing.....



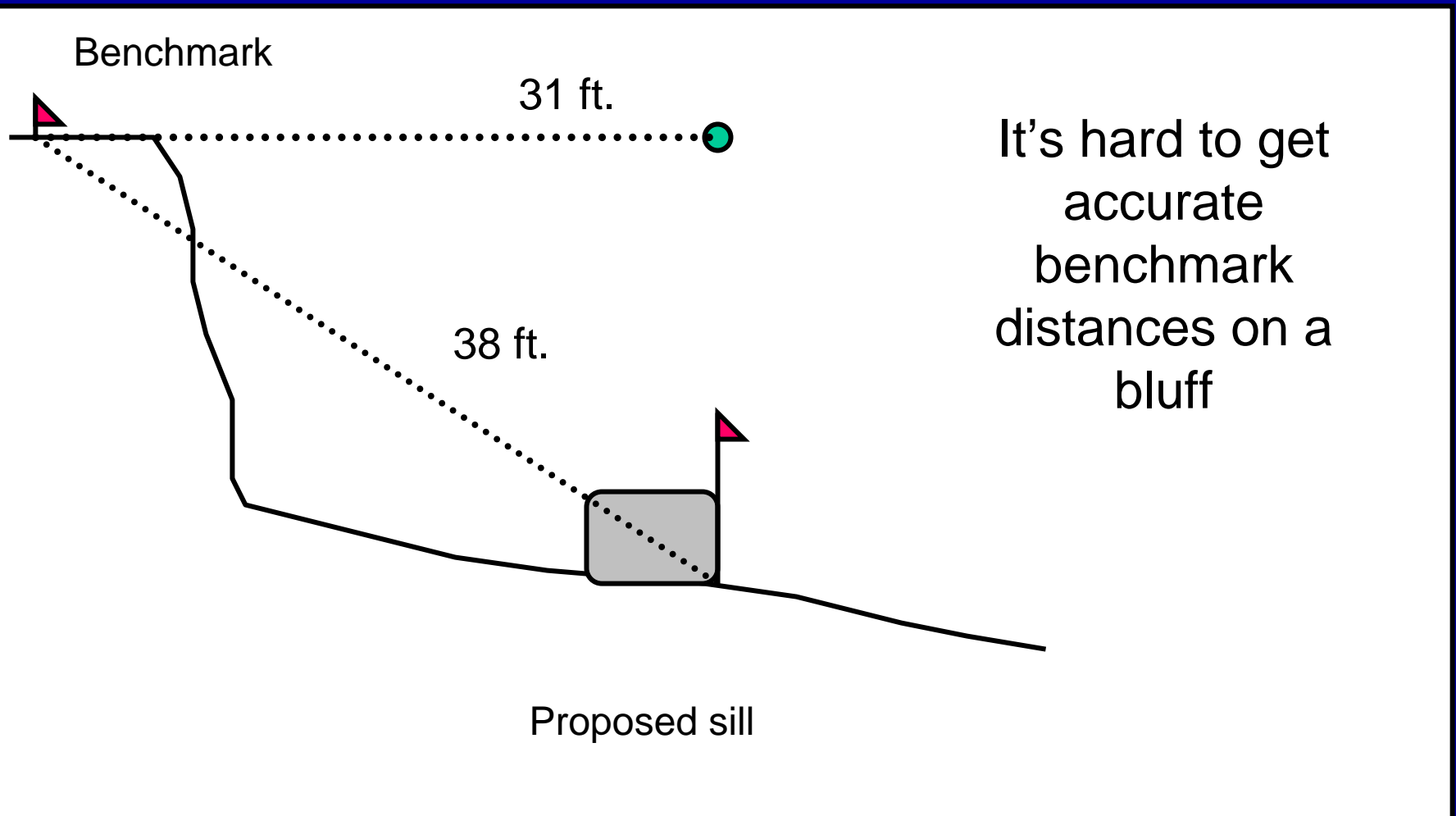
Instead of including all of the benchmark lines, you can label the points and include distances in a table.



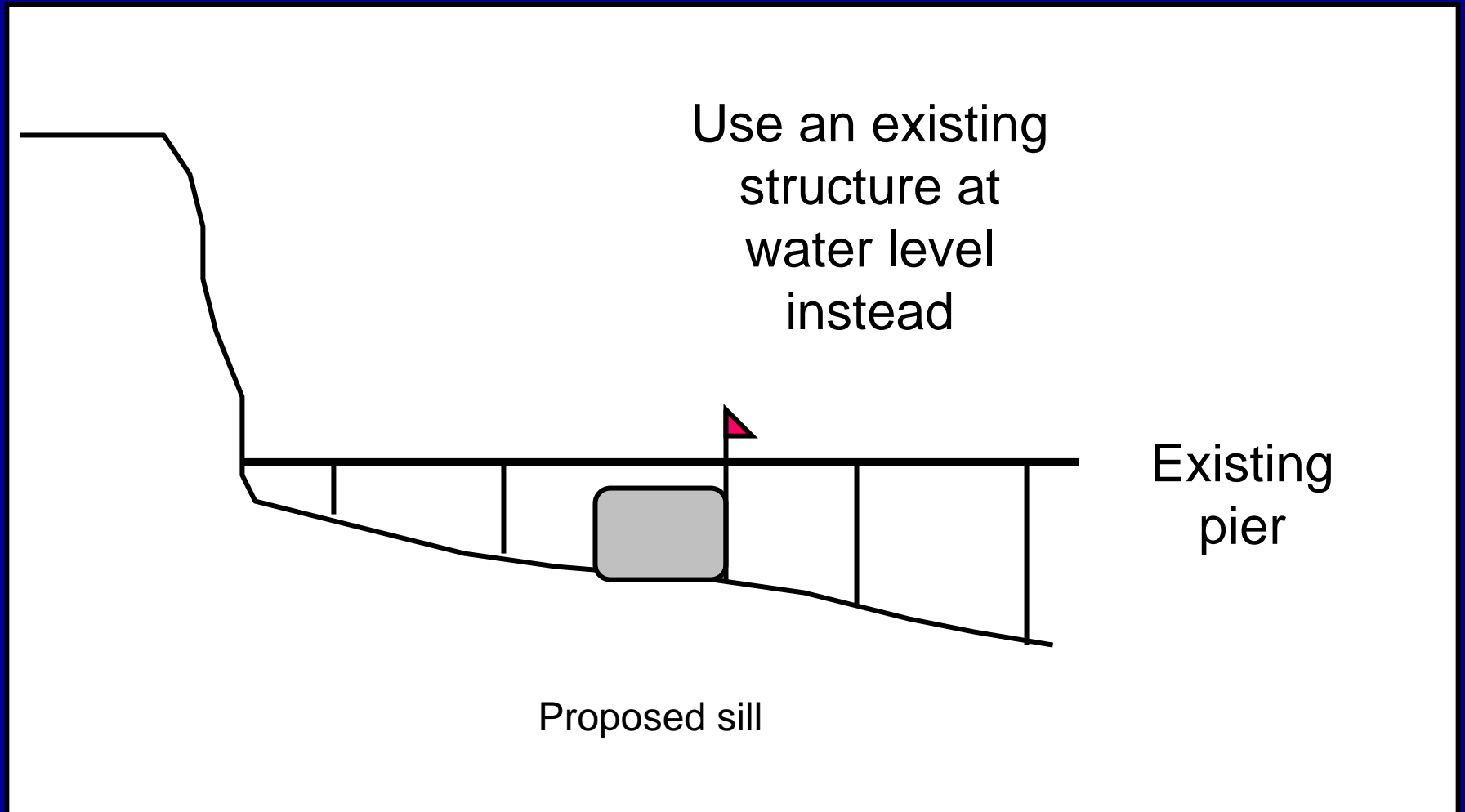
# Benchmarks need to be specific points.



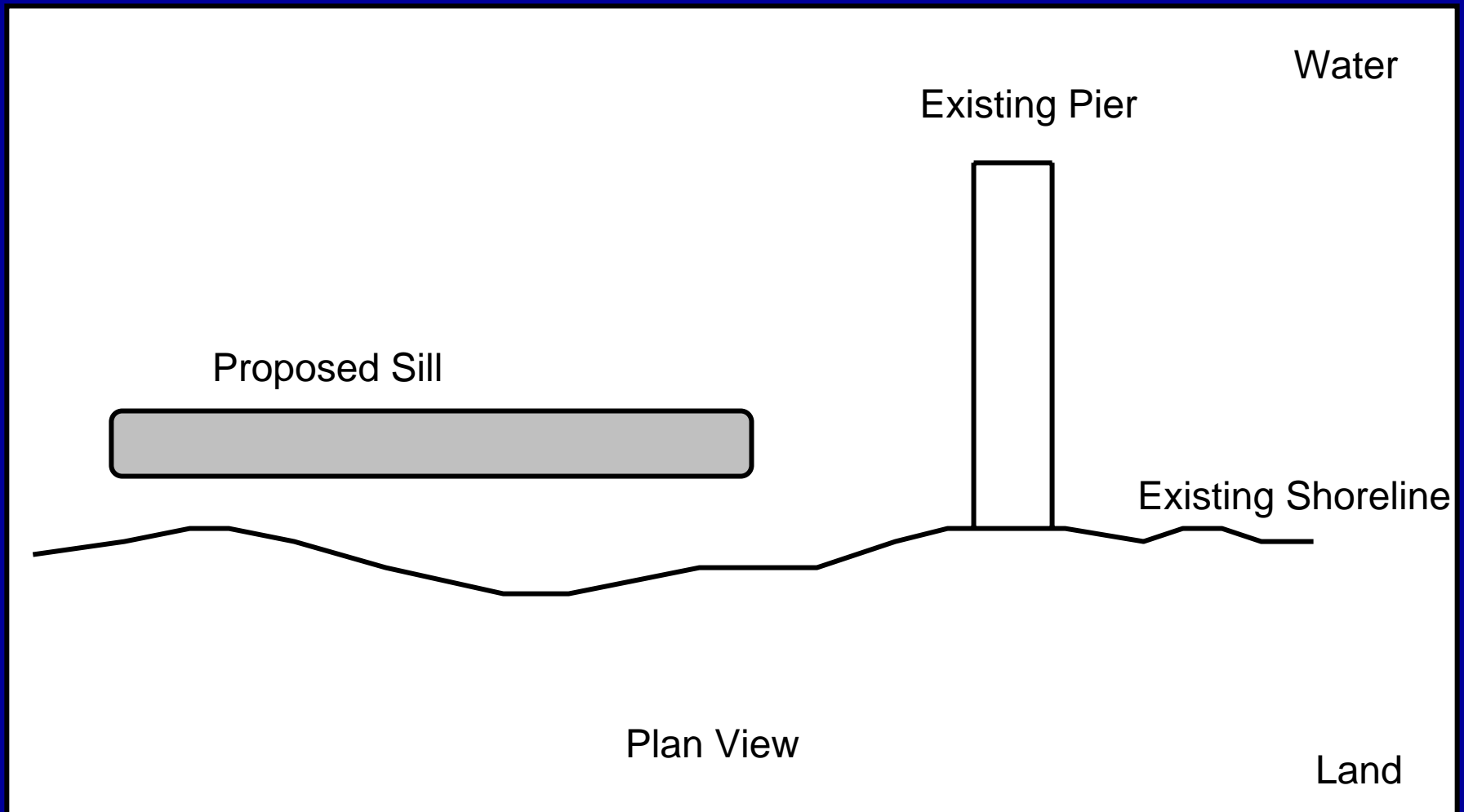
# Benchmarks on a Bluff



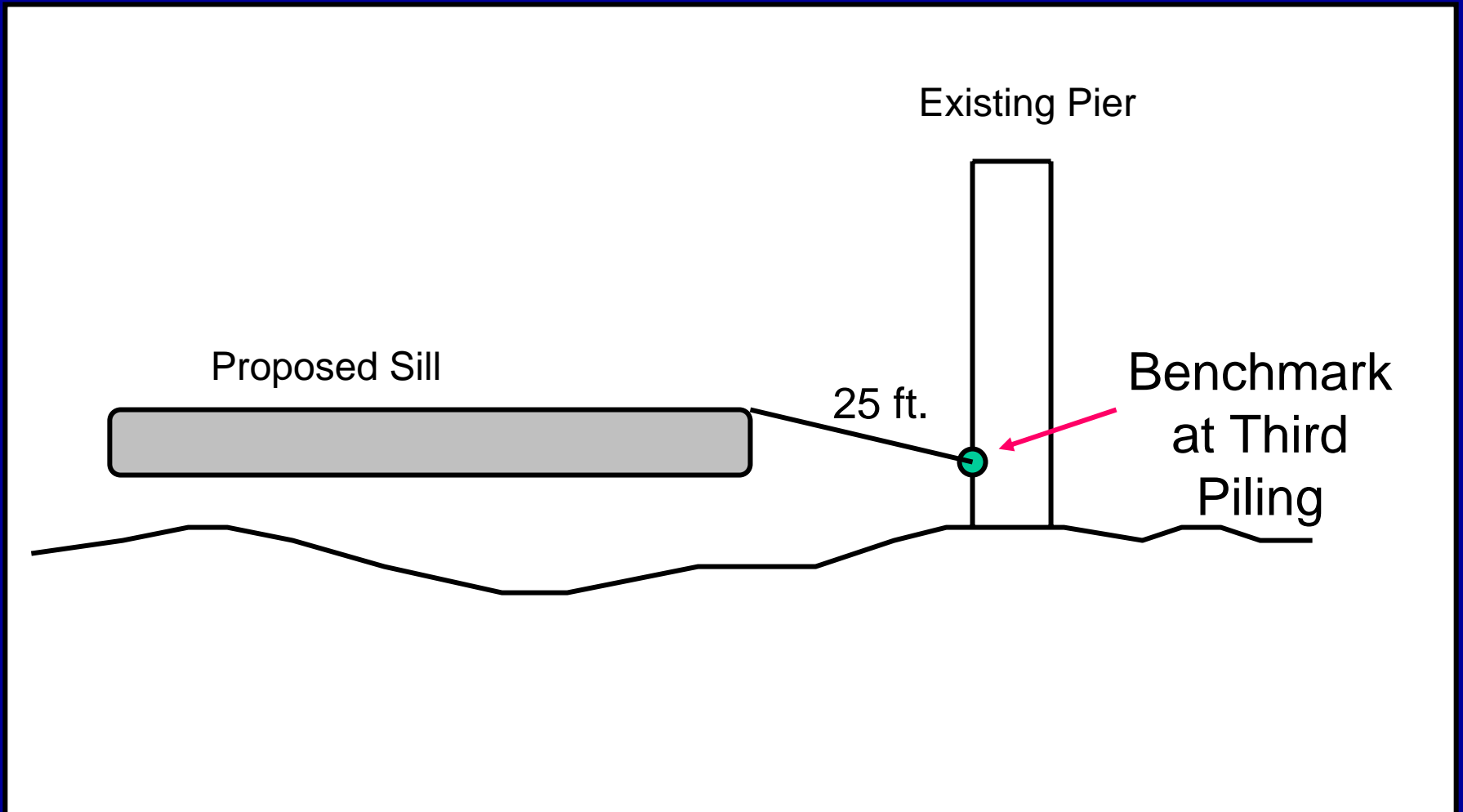
# Benchmarks on a Bluff



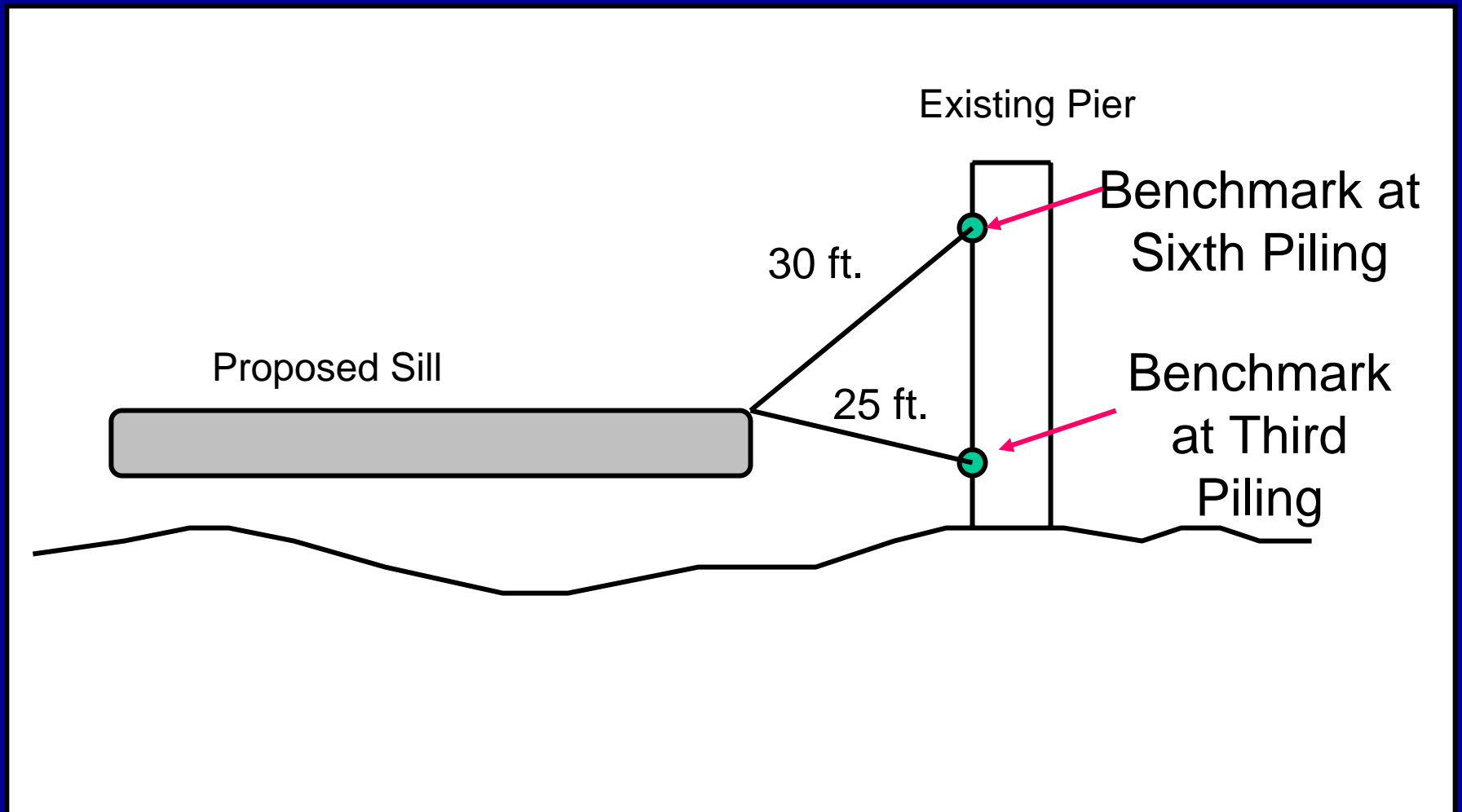
# Benchmarks on a Bluff



# Benchmarks on a Bluff



# Benchmarks on a Bluff



EXISTING PIER  
TO BE COMPLETED  
FOR ACCESS

BM 50'

BM 80'

**PROPOSED  
275' RIPRAP  
REVTMENT**

BM 90'

NOTE: ALL BENCHMARKS  
ARE 12" 5/8" DIA GALV.  
BOLTS DRIVEN  
FLUSH WITH GRD  
AND PAINTED.

BM END OF  
EXISTING  
BULKHEAD

EXISTING  
BULKHEAD

EXISTING  
DOCK

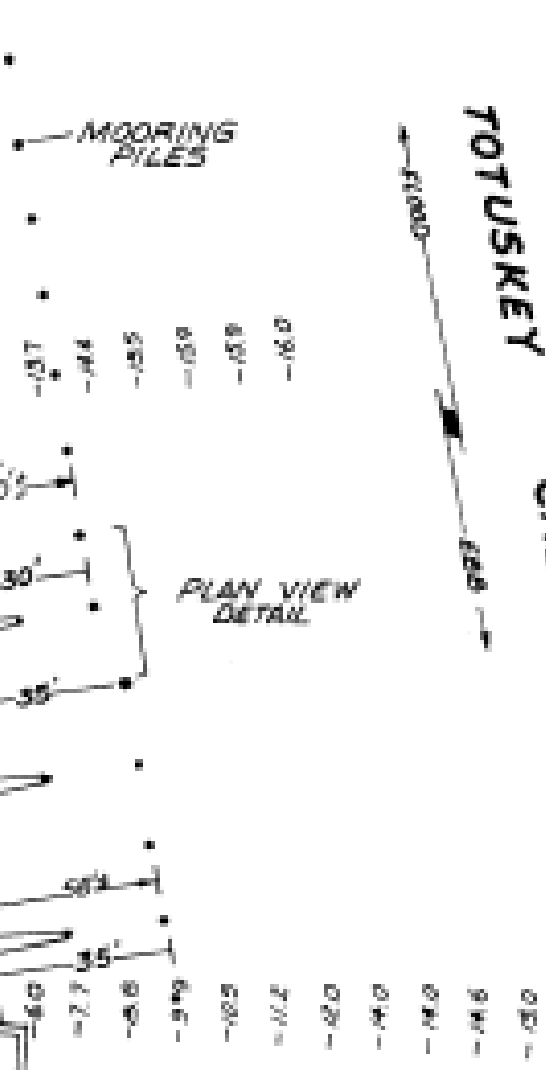
MOORING  
PILES

256' LINEAR  
PIER

WATER

PLAN VIEW  
DETAIL

TOTUSKEY  
CREEK

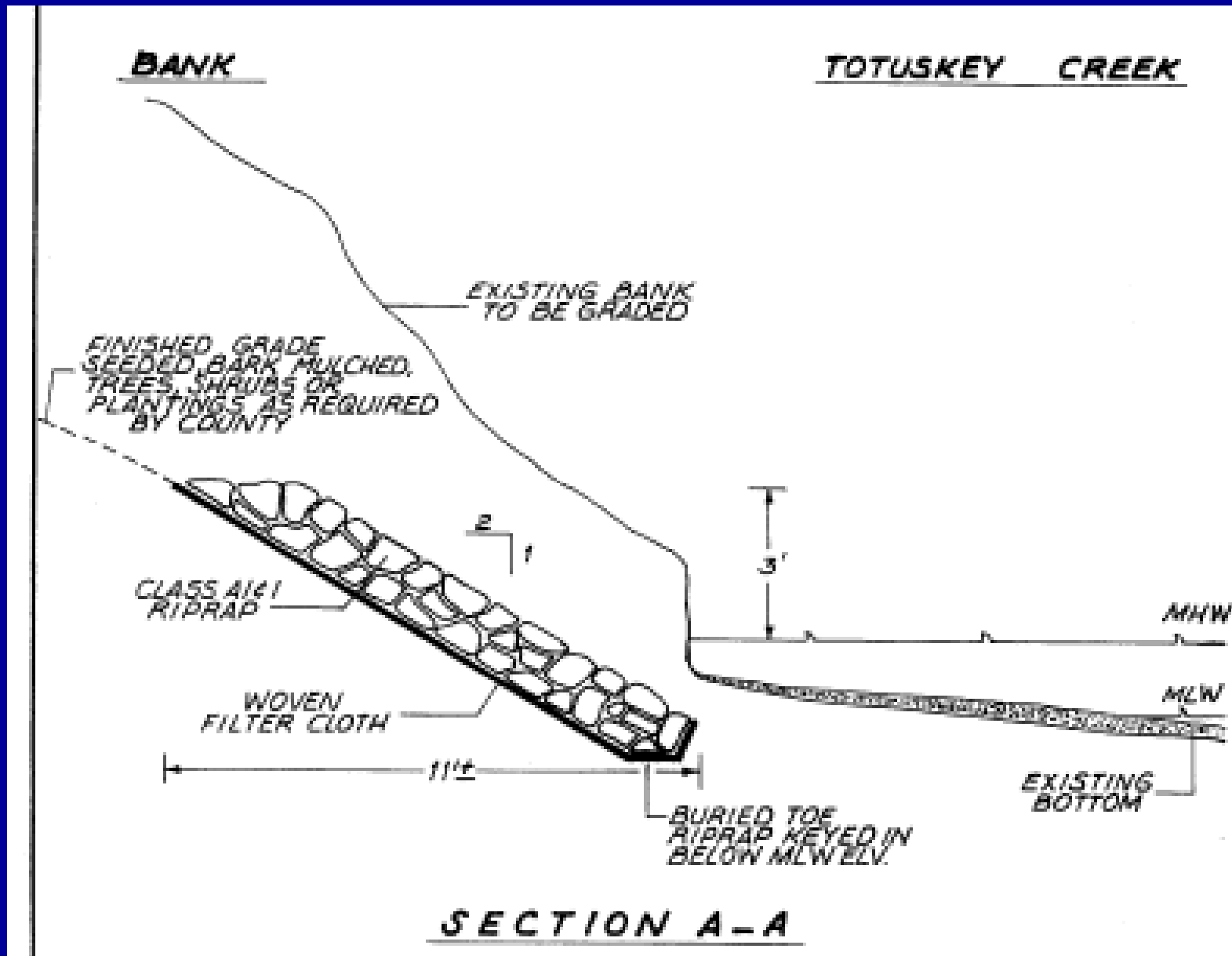


**PROPOSED PLAN VIEW**

SCALE 1" = 40'

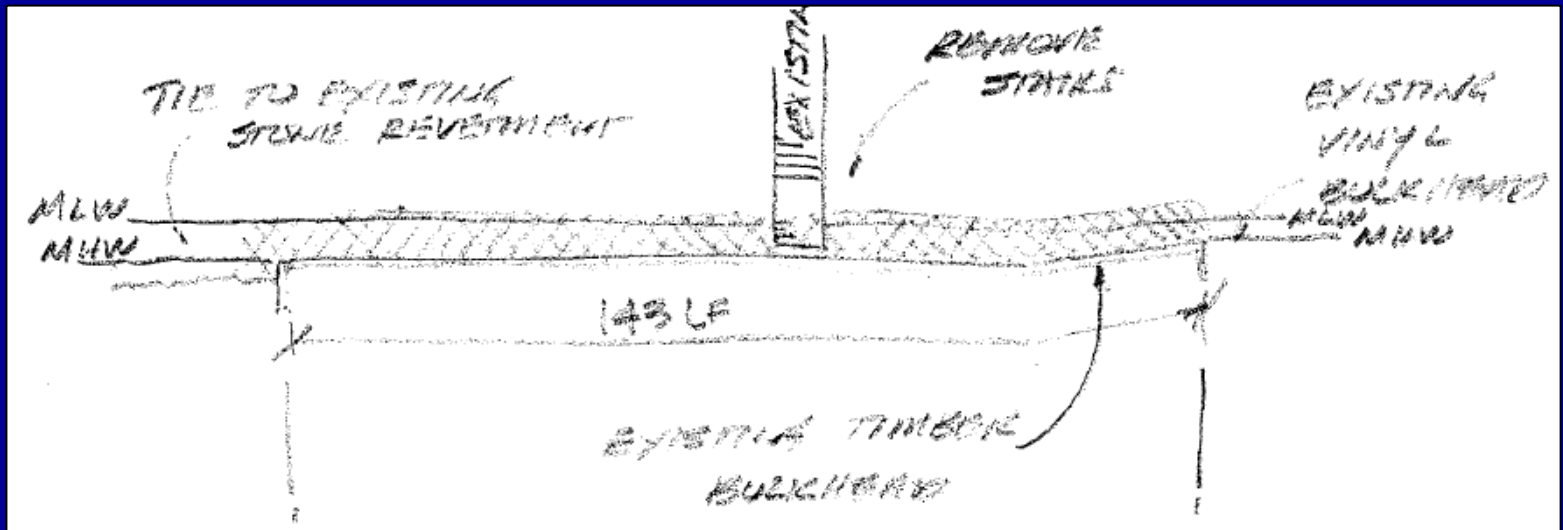
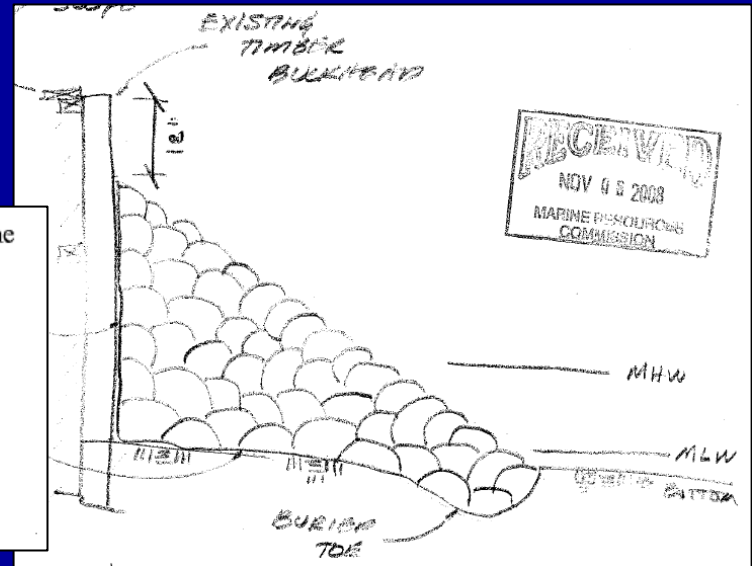


# Cross-section drawing



Plan View and Cross Section drawings, and encroachment calculation clearly show wetlands & subaqueous impacts, but they are not included in the impact calculation.

- 1) For riprap, bulkheads, marsh toe, breakwaters, groins, jetties, what is the overall length of the structure(s)? 143 linear feet.
- 2) What is the maximum encroachment channelward of mean high water? 5.0 feet.  
channelward of mean low water? 3.0 feet.
- 3) Please calculate the square footage of encroachment over:
  - vegetated wetlands 0 square feet
  - nonvegetated wetlands 0 square feet
  - subaqueous bottom 0 square feet



**Hint: Make sure applications are complete before putting them on an agenda!**

**Also, make sure that the information is consistent throughout the application.**

Questions/comments?

Thanks for your interest and  
participation!

Thanks to the Richmond  
Regional PDC for co-  
sponsoring this workshop and  
providing space!