



City of Norfolk

Department of Utilities

Re: Shoreline Protection Permit for the City of Norfolk's Watershed Properties

Dear Homeowner:

Thank you for your interest in restoring and sustaining the shoreline of the City of Norfolk's reservoir. The reservoir located behind your property is a vital part of the drinking water supply to 800,000 residents of Hampton Roads and it is the responsibility of the Department of Utilities to protect the system.

If you would like to apply for a permit to protect the shoreline or construct a pier or similar structure to use the reservoir, we have developed minimum standards by which all applicants must comply. **The property owner must obtain and keep in affect liability insurance in the minimum amount of \$400,000 combined personal injury/property damage per occurrence. The City of Norfolk must be named a named-insured party on the proposed structure. The City shall also receive proof of insurance yearly.** This is required for protecting both the City of Norfolk and you as the responsible party and permit holder.

The insurance policy should read:

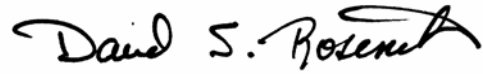
City of Norfolk
Department of Utilities
Division of Water Resources
6040 Waterworks Road
Norfolk, Virginia 23502

You are also required to obtain all applicable permits from the appropriate local, state and federal agencies.

Division of Water Quality
6040 Waterworks Road / Norfolk, Virginia 23502
(757) 441-5678 / Fax: (757) 441-5639

Please review the attached documentation and contact us if you have any questions. Your cooperation will enhance reservoir water quality and insure a safe and sustainable environment.

Sincerely,

A handwritten signature in black ink that reads "David S. Rosenthal". The signature is written in a cursive style with a large, sweeping flourish at the end.

David S. Rosenthal, CLM
Reservoir Manager

Local State and Federal Agency Addresses and Phone Numbers

City of Norfolk

Department of Utilities
6040 Waterworks Road
Norfolk, Virginia 23502
(757) 441-5678

City of Norfolk

Department of City Planning and Codes
Administration
Inspections Bureau
400 Granby Street
Norfolk, Virginia 23510
(757) 664-6500

U.S. Army Corps of Engineers

Norfolk District
803 Front Street
Norfolk, Virginia 23510
(757) 201-7656

City of Virginia Beach

Permits and Inspections
Operations Building
Room 100 Municipal Center
Virginia Beach, Virginia 23456
(757) 385-4211

City of Suffolk

Bureau of Inspections
444 W. Washington St.
Suffolk, Virginia 23434
(757) 934-3111

Isle of Wight Inspections

P.O. Box 80
Isle of Wight, Virginia 23397
(757) 357-3191

BASIC APPLICATION FORM
RESERVOIR SHORELINE PROTECTION PERMIT
CITY OF NORFOLK, VIRGINIA - DEPARTMENT OF UTILITIES

1a. Applicant's name and complete address:
Mr., Mrs., Ms. (circle one)

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

1b. Property Owner's name and complete address:
(if different from above)

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

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

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

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 with your application.

Contractor's name and complete address:

Telephone numbers:
Home (A/C___) _____
Work (A/C___) _____
Email: _____

4. Please give the name of the waterbody at the project site, the county or city the project is located in:

Waterbody _____ is located in _____
County/City

5. State the project purpose and provide a brief description of the project

6. a. State the area of City property impacted by project _____ square feet.

b. Will the project impact wetlands?
___ Yes ___ No ___ Uncertain

If your answer is "YES":
Vegetated wetland area(s) to be impacted _____ square feet.

7. Does proposed project involve any existing structures that are on City of Norfolk Property?
_____ Yes _____ No If your answer is "Yes", provide the following information:

- a. Type of structure: _____
- b. Approximate age of structure _____
- c. Did the City of Norfolk issue an authorization permit?
Yes _____ No _____ If Yes, date issued _____
- d. Date you purchased property: Month _____ Year _____

8. 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:

<u>Agency</u>	<u>Activity</u>	<u>Application Number</u>	<u>Action Taken</u> (check the appropriate box)
			___ Issued ___ Denied
			___ Withdrawn ___ Site Visit

Date Action taken _____

9. 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 that has been completed from that which is proposed.)

**APPENDIX A
EROSION AND SEDIMENT CONTROL
REQUIRED FOR ALL PROJECTS**

All Shoreline Protection projects on City of Norfolk property must adhere to the Virginia Erosion and Sediment Control Regulations (July, 2001) and the *Minimum Standards of the Virginia Erosion and Sediment Control Handbook, Third Edition, 1992(as amended)*. **All Shoreline Protection Permit applications must include an Erosion and Sediment Control plan and narrative.** The erosion and sediment control plan must be an independent entity from the working or construction drawings of the project.

PLEASE COMPLETE THE CHECKLIST. THE DRAWINGS MUST CONTAIN THE FOLLOWING INFORMATION AS IT PERTAINS TO THE PROJECT OR THEY WILL BE RETURNED AS INCOMPLETE:

CHECKLIST

- Construction Entrance
- Straw Bale Barrier
- Silt Fence
- Turbidity Curtain
- Topsoiling
- Temporary Seeding
- Permanent Seeding
- Sodding
- Mulching
- Soil Stabilization Blankets and Matting
- Trees, Shrubs, Vines, and Ground Covers
- Tree Protection
- City of Norfolk property lines

* Erosion and sediment control measures must be properly maintained, and remain in place until the upslope area has been permanently stabilized.

Indicate in the narrative the responsible party for each of the above (property owner, contractor, etc.). In lieu of permanent seeding, the owner, agent, or contractor must submit a separate landscape plan for approval.

Failure to comply with the Virginia Erosion and Sediment Control Regulations and Minimum Standards may result in the revocation of the Permit and the complete removal of all encroachments & structures from City of Norfolk property.

**APPENDIX B
PRIVATE PIERS**

PLEASE COMPLETE THE CHECKLIST. 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
- normal pool elevation
- 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 100 feet wide, also show the location of the property owner across from the site)
- City of Norfolk property line
- distance the proposed structure will be located from the adjoining property lines
- width of the waterway (measuring from normal pool elevation)
- channelward encroachment relative to normal pool elevation
- dimensions of pier and all L/T-head section, platform, or deck

Side View Drawing

- existing contours of the bottom and wetland surface
- normal pool elevation
- height of pier over existing bottom or wetland surface
- erosion and sediment control measures (e.g. silt fence)

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 portion of the project will be placed on wetlands or subaqueous land?

	Nontidal
Vegetated wetlands	sf
Subaqueous land	sf

2. Total impact to City property: _____ sf.

**APPENDIX C
RIPRAP REVETMENT**

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWING 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
- normal pool elevation
- 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 100 feet wide, also show the location of the property owner across from the site)
- City of Norfolk property line
- channelward encroachment relative to normal pool elevation
- connection with existing bulkhead or riprap structures (if applicable)
- proposed backfill
- proposed landscaping
- length of revetment

Cross Section Drawing

- proposed backfill
- proposed landscaping
- normal pool elevation
- 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 normal pool elevation
- erosion and sediment control measures (e.g. silt fence)
- 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 normal pool elevation 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, 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. What portion of the project will be placed on wetlands or subaqueous land?

	Nontidal
Vegetated wetlands	sf
Subaqueous land	sf

7. Total impact to City property; _____ sf.

**APPENDIX D
BOAT STORAGE RAMP**

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWING 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
- normal pool elevation
- 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 100 feet wide, also show the location of the property owner across from the site)
- City of Norfolk property line
- channelward encroachment relative to normal pool elevation
- connection with existing structures (if applicable)
- dimensions of boat storage ramp

Cross Section Drawing

- materials to be used for construction
- normal pool elevation
- existing contours of the shoreline and/or bank
- erosion and sediment control measures (e.g. silt fence)

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 other structures be installed concurrent with the boat storage ramp? Yes No.
If Yes, please include the appropriate information.
2. What portion of the project will be placed on wetlands or subaqueous land?

	Nontidal
Vegetated wetlands	sf
Subaqueous land	sf

3. Total impact to City property: _____ sf.

**APPENDIX E
LANDSCAPE PLAN
REQUIRED WITH ALL PLANS**

PLEASE COMPLETE THE CHECKLIST AND ANSWER THE QUESTIONS. THE DRAWING 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
- normal pool elevation
- 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 100 feet wide, also show the location of the property owner across from the site)
- City of Norfolk property line
- proposed landscaping

Cross Section Drawing

- proposed landscaping
- normal pool elevation
- existing contours of the shoreline and/or bank
- proposed grading of existing bank relative to normal pool elevation
- erosion and sediment control measures (e.g. silt fence)

- 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).

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 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)
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 THE CITY OF NORFOLK 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.

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

APPLICANT'S AND CONTRACTOR'S ACKNOWLEDGEMENT FORM

I, _____, 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.

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 DATE

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

CONTRACTOR'S OR FIRM'S ADDRESS