

## How much does an application cost?

In the unlikely event that a permit is required by the local Wetlands Board, an application fee of **\$495** must be paid to the Norfolk City Treasurer. To determine other costs relating to building, encroachment, or other permits contact the appropriate agency.

## Application Procedure

1. Applicant or their authorized agent completes the JPA
2. Complete applications are mailed to the VMRC and distributed by them to local, state, and federal reviewing agencies.
3. Upon receipt of the complete application, government agencies begin independent review of the application and will notify the applicant regarding any necessary application fees.
4. Norfolk staff inspects the property to assess site conditions.
5. Comments are forwarded to the applicant or their authorized agent.
6. If necessary, plan revisions are submitted to VMRC for distribution to all agencies.
7. Once all issues have been addressed satisfactorily, a permit, a No Permit Necessary Letter, or other authorization is issued to the applicant.
8. If necessary, Tree Permits are secured.
9. If necessary, an encroachment permit is secured.
10. The applicant takes all wetland permits or other authorizations to the

Development Services Center to secure a building permit.

## Where to apply

JPA applications are available at the Bureau of Environmental Services offices, 5<sup>th</sup> Floor City Hall Building, 810 Union Street, Norfolk or online at:

- <http://www.norfolk.gov/DocumentCenter/View/3832>
- <http://www.nao.usace.army.mil/Missions/Regulatory/JPA.aspx>

Questions regarding the Pier Construction process? Suggestions for improvement? Please contact the Bureau of Environmental Services at: **(757) 664-4368** or email at: [planning@norfolk.gov](mailto:planning@norfolk.gov).

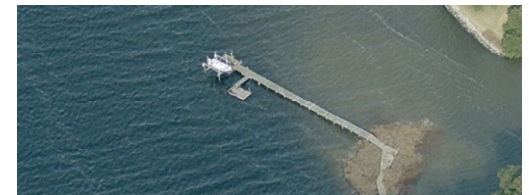
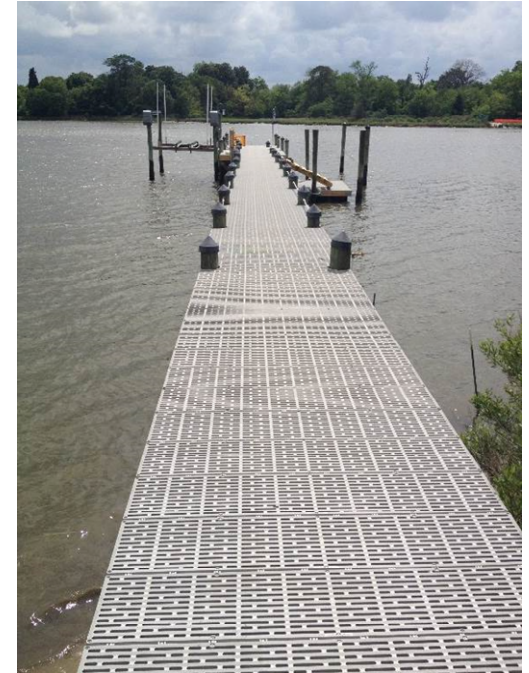
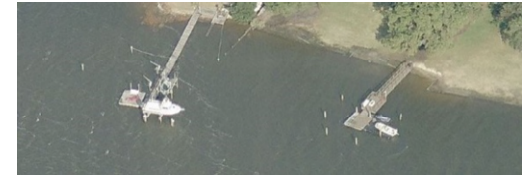


**810 Union Street  
Suite 508  
Norfolk, VA 23510  
Phone (757) 664-4752  
Fax (757) 441-1569**



*Last Updated: 7/1/2018*

## PIER CONSTRUCTION INFORMATION



## PIER CONSTRUCTION PROCESS

### What is the permit process for constructing a pier?

Pier construction may involve **wetland permits, building permits, tree permits, and encroachment permits.**

### When are Wetland Permits required?

All property owners are required to secure wetland permit authorization prior to pier construction. Authorizations may be required by the local Wetlands Board, the Virginia Marine Resources Commission (VMRC), and the federal Army Corps of Engineers (ACOE). A Joint Permit Application (JPA) is used to apply to all three agencies at once. A complete JPA includes:

- A narrative section
- A site plan including an accurate depiction of existing wetlands and the wetland boundary
- An x-section plan including an accurate depiction of existing wetlands and the wetland boundary.

A JPA must be prepared for all pier applications, but in most cases, City staff can help residents meet requirements to eliminate local wetland permit requirements. For a list of complete application requirements or sample drawings of the required plan components, please contact the Bureau of Environmental Services.

### When are Building Permits required?

Building permits are **always** required for pier construction. Please contact the Development Services Center, 810 Union Street, 4<sup>th</sup> floor, at 757-664-6565.

### When are Tree Permits required?

Tree Permits are required for impacts to trees (including roots, limbs, etc.) within 100 feet of the landward edge of wetlands. Impacts from construction access or material storage also can require the issuance of a Tree Permit. For more information, contact Planning staff at 757-664-4368.

### When are Encroachment Permits required?

Encroachment permits are required if any portion of the pier is to be constructed in or cross over a City easement, right-of-way, or other City property.

### How do I apply for an Encroachment Permit?

Please contact the Norfolk Department of Surveys, 757-664-4673, for an application form and information regarding the Encroachment Application Process.

### What are Riparian Rights?

When a property boundary extends to the mean low water line, the property is said to have “riparian rights”. These are rights that guarantee a landowner the right to access the waterway with a pier. Conversely, properties that do not extend to mean low water do not have riparian rights and are not guaranteed the right to build a pier. VMRC is the agency that makes determinations regarding riparian rights.

### What if I don't have Riparian Rights?

Some non-waterfront properties in the City of Norfolk abut public property or easements with riparian rights including: paved roads, platted, but unimproved streets, rights-of-way, or public easements. In these cases, adjacent landowners may apply to the City of Norfolk for an Encroachment Permit to extend the pier from private property across the public property to the water. Approval of all Encroachment Permits is subject to approval by City Council.

### How long does the Pier Application process take?

Depending on the number and type of permits required, the time from complete application to building permit authorization generally takes between **30-60 days** so applicants should plan accordingly. If Encroachment Permits are required, the process could take longer.