

Sandbridge General Permit Application Instructions

The Virginia Beach Wetlands Board adopted a General Permit for Sand Management & Sand Placement for properties in the Sandbridge Beach Subdivision. (Pursuant to the Code of Virginia § 28.2-1408.2.). Professionally prepared drawings, a Public Hearing, and an advertisement in the local paper are NOT required if your project qualifies for General Permit.

General Permits for Sand Management can be requested by oceanfront property owners in order to excavate sand that is encroaching up and over bulkheads, around houses and decks, provided the sand to be moved in accordance with one of the adopted Sand Management and Placement Profiles (attached). When a project is approved, the property owner is authorized to manage sand in accordance with the applicable drawing (Placement Profile) for a period of three years from the date of approval.

Please provide the following items and information requested in the checklist below along with the application (“Registration Statement”) found on the following pages. Our Waterfront Operations Staff will review the submitted application and will notify property owners and designees within 10 days if the application requires additional information or revisions. Applicants that submit complete applications will be notified within 30 days if the application can be approved as a Sandbridge General Permit.

Applications lacking the requested information, site photographs, and/or signatures will delay processing of the request. If you have any questions, whether your Sand Management request qualifies for a General Permit, or about the permitting process, please contact the Waterfront Operations Office at (757) 385-4621 or by email at Waterfront@vbgov.com. Our Staff Members are committed to helping you during this process.

Sandbridge General Permit Registration Statement (application) Checklist

- Completed Sandbridge General Permit Registration Statement (application) with all signatures (blank copy attached).**
- Signed and dated copy of Standard Conditions for Sandbridge General Permits (blank copy attached).**
- Copy of the appropriate Sandbridge General Permit-Sand Management and Placement Profile drawing (choose one of the attached drawings: Profile ‘A’ for a lot with a bulkhead, or Profile ‘B’ for a lot without a bulkhead.**
- Four recent photographs of the property facing North, South, East, and West**
- \$100 Processing Fee payable to “Treasurer, City of Virginia Beach”**

Sandbridge General Permit

Sand Management



City of Virginia Beach

Planning & Community
Development

Sandbridge General Permit Application Submittal

Please submit your completed Sandbridge General Permit Application to the Virginia Marine Resources Commission by email at jpa.permits@mrc.virginia.gov or by mail to the Virginia Marine Resources Commission Main Office at 380 Fenwick Road, Building 96, Ft. Monroe, Virginia 23651.

Sandbridge General Permit Application Payment

All checks are to be made payable to the Treasurer, City of Virginia Beach and should be sent directly to the City of Virginia Beach Department of Planning & Community development at 2875 Sabre Street, Suite 500, Virginia Beach, VA 23452.

Please submit your checks with a cover letter with the applicant's name, address, phone number and application file number, if known.

Applications for waterfront construction will not be reviewed and will remain incomplete until all the required processing fees have been remitted.

SANDBRIDGE GENERAL PERMIT REGISTRATION STATEMENT

FOR AGENCY USE ONLY	
	Notes:
	JPA #

APPLICANTS 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 space provided. If additional space is needed, attach 8-1/2" x 11" sheets of paper.

<p>1. Property owner(s) name* and complete address, if different from applicant</p>	<p>Contact Information: Home () _____ Work () _____ Fax () _____ Cell () _____ email _____</p> <p>State Corporation Commission ID Number (if applicable) _____</p>
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<p>2. Designee or Authorized agent name* and complete address (if applicable):</p>	<p>Contact Information: Home () _____ Work () _____ Fax () _____ Cell () _____ email _____</p> <p>State Corporation Commission ID Number (if applicable) _____</p>
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*** If multiple applicants, property owners, and/or agents, each must be listed and each must sign the applicant signature page. If for a company, use the SCC registered name.**

3. ADVISE WHICH OF THE ATTACHED GENERAL PERMIT SAND MANAGEMENT AND PLACEMENT PROFILES YOU ARE APPLYING FOR:

- Property with a Bulkhead
- Property without a Bulkhead

Part 1 - General Information (continued)

4. 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 Acknowledgment Form (enclosed)

Contractor's name* and complete mailing address:

Contact Information:

Home () _____

Work () _____

Fax () _____

Cell () _____

email _____

State Corporation Commission ID Number (if applicable) _____

*** If multiple contractors, each must be listed and each must sign the applicant signature page. If for a company, use the SCC registered name.**

5. Give the following project location information:

Street Address (911 address if available) _____

Lot/Block/Parcel # _____

If Known – Latitude and Longitude at Center Point of Project Site (Decimal Degrees):

_____ / - _____ (Example: 36.41600/-76.30733)

6. Please provide four (4) recent photographs of the property facing:

- NORTH from bulkhead or deck to the Beach
- SOUTH from bulkhead or deck to the Beach
- EAST from rear of house to the Beach
- WEST from the Beach to the house

7. Estimated starting date of the proposed work: _____

Part 2 - Signatures

a. **Applicants and property owners (if different from applicant). NOTE: REQUIRED FOR ALL PROJECTS**

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 to issue a permit if the information requested is not provided.

CERTIFICATION: I am hereby applying for all permits typically issued by the DEQ, VMRC, U.S. Army Corps of Engineers, and/or Local Wetlands Boards 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, both in reviewing a proposal to issue a permit and after permit issuance to determine compliance with the permit.

In addition, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Property Owner's Name (printed/typed)

(Use if more than one owner)

Property Owner's Signature

(Use if more than one owner)

Date

Property Owner's Name (printed/typed)

(Use if more than one owner)

Property Owner's Signature

(Use if more than one owner)

Date

Part 2 – Signatures (continued)

2. Property Owner's having authorized designee's/agents (if applicable)

CERTIFICATION OF AUTHORIZATION

I (we), _____, hereby certify that I (we) have authorized _____
(Applicant's name(s)) (Designee name(s))

to act on my behalf and 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.

(Designee or Agent's Signature)

(Use if more than one Designee or agent)

(Date)

(Applicant's Signature)

(Use if more than one applicant)

(Date)

STANDARD CONDITIONS FOR SANDBRIDGE GENERAL PERMITS

1. Any sand excavated shall be limited to within the subject property's boundaries. The applicants and their designees should communicate with adjacent property owners regarding the project's potential to alter the contours of the sand on adjacent properties.
2. Excavated sand that contains debris or rubble shall not be placed on the beach. Sand containing debris must be sifted to remove the debris prior to placement of sand on the beach, OR the sand shall be disposed offsite in a lawful manner.
3. If the excavated sand is clean beach quality sand, it may be placed upon the beach in accordance with the following conditions:
 - A single access-way to the beach shall be used to transport the sand to the Sand Placement/Spreading Zone. Use unvegetated areas to access the beach, unless none exists.
 - No sand is to be placed upon existing dune vegetation.
 - No sand is to be placed within 20 feet of a Public Beach Access.
 - Sand shall be evenly graded from the toe of the dune to Mean High Water.
4. The Sandbridge General Permit does not authorize the construction of any type of structure or any activity other than the excavation and placement of sand as indicated.
5. A Federal project, the Sandbridge Beach Erosion Control and Hurricane Protection Project, is present on or near the property. At the request of the U.S. Corps of Engineers (ACOE), if any work will occur below 7 feet NAVD88 (design profile for Sandbridge Beach), property owners or their agent shall coordinate with Ms. Michelle Hamor in the ACOE Planning Branch at (757) 201-7491 to determine if authorization is required under Section 408.
6. Valid Sandbridge General Permits can be reactivated multiple times within the 3-year approval; however, each time there is a need to move sand, the contractor or operator doing the work shall contact the Waterfront Operations office to schedule a pre-construction meeting at 757-385-8246 prior to any site work or beginning excavation.
7. Any existing dune vegetation removed shall be re-installed on the dune crest and face to the greatest extent practicable. The remaining dune crest and seaward face of the dune shall also be sprigged 12-inches on center with American Beach-grass, except for a single 5-foot wide access-way to the beach. The excavation of sand may occur any time of the year. The sprigging with American Beach-grass shall occur as soon as possible, however, **NOT** during the months of June, July, or August to afford the new plants the greatest chance of survival.
8. Prior to moving sand, the property owner, their agent, or their contractor shall check the beach for the presence of sea turtle nests. If any marked nests are found, all action shall be coordinated with US Fish and Wildlife Service to ensure compliance with state and federal laws. The US Fish and Wildlife Service can be reached at 804-824-2405. Once activities have been coordinated with the US Fish and Wildlife Service, documented compliance shall be provided by the applicant/property owner to Waterfront Operations Staff.

By signing this form, I, the property owner, or property owner's designee, acknowledge that I have read and agree to adhere to the above seven (7) conditions, and the requirements shown on the approved Sand Management & Placement Profile.

Sign: _____ Date: _____



Sandbridge Sand Management & Placement Profile 'A' -for Bulkheaded Lots

Dune Planting Area

Replant existing vegetation taken from the Sand Removal Area in the Dune Planting Area, and plant new vegetation as determined by City Staff on the remaining dune face and crest. A 5-foot wide unvegetated accessway to the beach is allowed.

Sand Placement/Spreading Zone

Spread the excavated sand on the existing Beach Berm (the horizontal plateau of the beach face – the width varies). Place only clean-beach-quality sand in this area, and in a level state. Do not cover any existing dune vegetation.

Sand Removal Area*

*Excavate 3-foot deep maximum, measured from the top of the bulkhead cap.

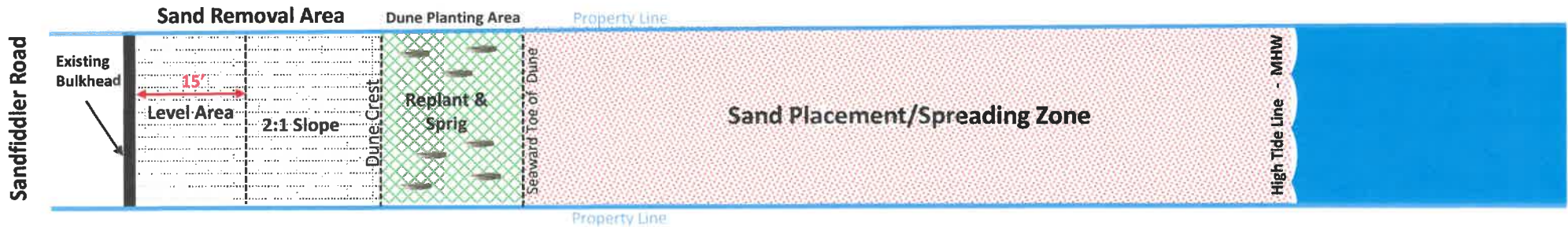
*Excavate a level area 15-foot max. distance seaward of the bulkhead.

*Create a 2-foot horizontal to 1-foot vertical slope until you reach the top of the existing grade. The horizontal distance can vary depending on the height of sand.

Existing Bulkhead

Profile View

Overhead View





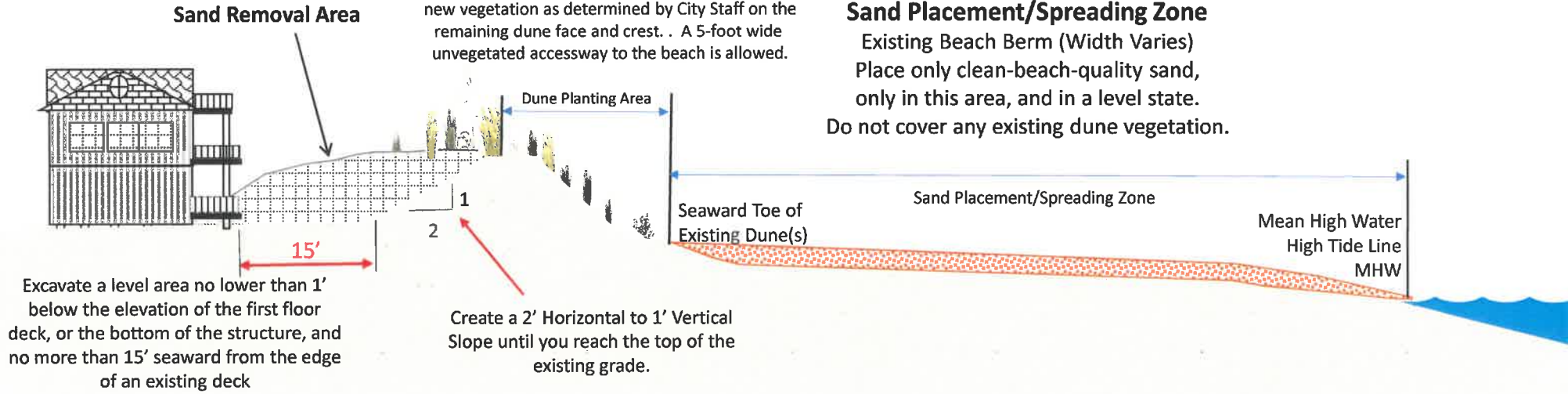
Sand Management & Placement Profile 'B' - for Lots Without a Bulkhead

Dune Planting

Replant existing vegetation taken from the Sand Removal Area in the Dune Planting Area, and plant new vegetation as determined by City Staff on the remaining dune face and crest. A 5-foot wide unvegetated accessway to the beach is allowed.

Sand Placement/Spreading Zone

Existing Beach Berm (Width Varies)
Place only clean-beach-quality sand, only in this area, and in a level state.
Do not cover any existing dune vegetation.



Excavate a level area no lower than 1' below the elevation of the first floor deck, or the bottom of the structure, and no more than 15' seaward from the edge of an existing deck

Create a 2' Horizontal to 1' Vertical Slope until you reach the top of the existing grade.

Profile View

Overhead View

