A permit is required to build, erect, construct, alter, extend or repair any landing, wharf, dock, pier, bulkhead, jetty or like structure; OR to dredge or carry on any landfill operation or to extend any existing real estate into waters, marshlands or lowlands in the city. A permit is also required to use or alter or develop any wetlands or Coastal Primary Sand Dune / Beach.

The Joint Permit Application is the document used to request permission for the above activities.

HOW TO OBTAIN A JOINT PERMIT APPLICATION

1. To obtain a Joint Permit Application, contact the Army Corps of Engineers at (757) 201-7652 or you may download a copy from the internet at:
   

2. Submit all Joint Permit Applications and Re-submittals for waterfront construction to:
   
   Virginia Marine Resource Commission
   Habitat Management Division
   2600 Washington Avenue, 3rd Floor
   Newport News, Virginia 23607

3. Submit all required fees directly to the City of Virginia Beach Planning Department.

JOINT PERMIT APPLICATION FEE REQUIREMENTS


5. Wetlands Board Permit Application for Wetland Development: $300.00 plus $150 fee for Newspaper Advertisement

6. Wetlands Board Permit Application for Altering a Coastal Primary Sand Dune: $200.00 plus $150 fee for Newspaper Advertisement

7. Wetlands Board Deferral Fee: $100.00 per Deferral

8. All checks are to be made payable to: Treasurer, City of Virginia Beach and sent directly to the Planning Department, Attention: Coastal Zone Administrator, 2405 Courthouse Drive, Room 115, Virginia Beach, Virginia 23456. Please transmit your checks by using a cover letter that references the applicant’s name, address, and phone number.

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

10. Applications and re-submittals will be reviewed in the order they are received. The applicant, agent and contractor will be notified when the review process is complete.
GENERAL INFORMATION FOR APPLICATION SUBMITTAL

11. Read all the instructions in the Joint Permit Application and these guidelines before completing the application. If you still have questions, you may contact the Waterfront Operations office at (757) 385-8246.

12. Answer all applicable questions and fill in all the blanks required on all the application forms.

13. All applications for projects that will impact wetlands, vegetated and non-vegetated, must contain a compensation component in order to be considered a complete application. This component may be compensation on site, compensation within the watershed, compensation through the use of a mitigation bank as authorized by Section 28.2-1308 of the Code of Virginia or through acceptance of payment of an in-lieu fee account established by the City of Virginia Beach and dedicated to wetlands creation and restoration.

14. The overland removal of the dredge spoil material from the site in excess of 337 cubic yards of material will require separate approval from the Development Services Center for a Truck Haul Route Plan. Contact the Development Services Center at 385-8277 for additional information regarding the process for this requirement.

15. Projects that encroach onto City Property; Easements; or Rights of Way may require encroachment approval from City Council. You may contact the Department of Public Works, Real Estate Office at 385-4161 regarding this requirement prior to your submittal for further details.

16. Applications for projects that encroach onto City of Norfolk owned lakes require written approval from the City of Norfolk. You may contact the City of Norfolk at 441-5678 regarding this requirement prior to your submittal for further details. A copy of the City of Norfolk’s approval must be provided to obtain final approval for a Virginia Beach permit.

17. All information required in the Joint Permit Application shall be prepared and certified as complete and accurate by a professional engineer, land surveyor or other appropriate persons duly licensed by the Commonwealth of Virginia to practice as such.

18. Request for waivers to the requirement for a professional certification may be submitted in writing by the applicant to Waterfront Operations in the Planning Department. Waivers may be granted primarily for minor repairs of privately owned bulkheads, revetments and piers on quiescent waters. This would be for such items as cap replacement, repairing a few damaged vertical sheeting members or pier decking, boat lifts, personal watercraft lifts and mooring piles. This would not include a new installation or major rehabilitation of an existing structure.
19. The proposed alignment of all projects shall have been staked in the field at the time the application is submitted. Stake the seaward extent of the proposed structure at each angle and the landward end of each return. For bulkheads stake the seaward face of the sheeting. For riprap stake the seaward toe. For a proposed dredge projects stake toe of the alignment at appropriate linear intervals, at all angle points of the channel toe and around all turning basins. Clearly label all stakes. Verify the site has been staked in the field in your transmittal letter to VMRC.

20. Walkways over dunes do not require a Wetlands Permit if they are installed a minimum of 3 feet measured from the bottom of the walkway to the existing grade and are less than 4 feet in width. The installation of routine stairs or ramps, less than 4 feet in width, to reach grade on either side of such structure is permissible.

21. Construction and maintenance of walkways, observation platforms, gazebos and similar platforms on coastal primary sand dunes that open sided; no larger than 100 square feet; are not an integral part of any dwelling and are installed a minimum of 4-feet measured form the bottom of the platform to the existing grade do not require a Wetlands Board Permit. Screening is permissible.

22. Construction and maintenance of walkways, observation platforms, gazebos and similar platforms over wetlands that open sided; no larger than 100 square feet; are installed a minimum of 4-feet measured form the bottom of the platform to the existing grade up to 5-feet in width and 5-feet measured from the bottom of the platform to the existing grade up to 6-feet in width do not require a Wetlands Board Permit. Screening is permissible.

23. A Wetlands Board Permit is required to construct a deck that is cantilevered or on piles which adjoins a residential dwelling and encroaches into, over, or upon wetlands or a coastal primary sand dune/beach.

24. All plan and section views must be drawn to scale (NTS or plus or minus distances are unacceptable). Dimensions will not supersede the need for the drawings to be to scale.

25. Submit good quality legible drawings, on the fewest number of sheets necessary to adequately illustrate the project, on 8.5 X 11 inch paper.

26. Lettering must be 12 point font or greater. Refrain from non-standard abbreviations.

27. Provide complete, accurate and consistent title blocks on all pages of the application drawings.

28. Provide a one-inch margin at the top and a half-inch margin on the other three edges on all pages of the application drawings.

29. All lines on the application drawings must be labeled.

30. Provide a detailed transmittal letter that addresses all changes, revisions, and/or modifications for waterfront construction permit applications. All transmittal letters must be addressed to the Virginia Marine Resource Commission and reference the City of Virginia Beach Planning Department file number for the project.
31. Once a project has been approved, any change to the project must first be resubmitted for consideration and approval. Field changes without approval are not allowed.

32. When responding to a request for additional information, resubmit all of the information requested to eliminate duplication of staff processing time and delays in the permit process.

33. Structures such as piers and mooring piles cannot extend into the waterway more than 25% of the waterways width as measured from mean low water to mean low water in large waterways.

34. Structures such as piers and mooring piles shall not impede navigation in narrow waterways as determined by the Planning Department.

35. Structures such as piers and mooring piles shall not be erected within 25 feet of an established channel, as determined by the Planning Department.

36. For all applications involving piers, boat lifts, boathouses, mooring piles and similar structures, provide the adjacent property owners a written notice of the project. Verify this in your transmittal letter to VMRC or noted in the Joint Permit Application.

37. All requests for modifications for projects involving piers, boat lifts, boathouses, mooring piles and similar structures must include re-notification to the adjacent property owners.

38. It may be necessary during the review of certain applications to require additional information not presented in these guidelines. You will be notified if this is necessary.

39. Application drawings must be reproduced, so color shading may not be used.

40. Specify the datum used for the project on each drawing.

41. The work performed on a specific site shall be only that work shown on the plans approved by the City of Virginia Beach Planning Department, Waterfront Operations. Any changes not shown on the approved plans shall be deemed to be in noncompliance and work without a permit.

42. If after a permit is issued there is a need, for whatever reason, to change, modify, improve, alter, delete, add, increase, etc. any activity shown on the approved plan, express consent must be first obtained from the City of Virginia Beach Planning Department, Waterfront Operations. There are no exceptions. If there is any doubt, ask first. The steps necessary to grant such changes vary from site to site depending on the nature of the project and the significance of the change. Accordingly, extreme care should be used in the original design of each project. Contractors, agents, engineers and consultants should thoroughly discuss the wants and needs of the applicant prior to the original submittal to avoid unrealistic expectations and the need for changes after the plan is approved.
43. Once Waterfront Operations has granted approval for a project, the applicant, agent and contractor will be notified in writing that the required building permit may be obtained.

44. Prior to issuance of the required building permit, the applicant must provide in writing to Waterfront Operations the name, address and phone number of the contractor(s) selected to perform the work. If the person(s) changes Waterfront Operations must be notified immediately in writing. Pursuant to the Uniform Statewide Building Code, the owner or registered contractor must obtain the required building permit.

45. Pursuant to the Uniform Statewide Building Code, prior to a final release of a project by the City, the applicant’s engineer of record must confirm in writing to Waterfront Operations that he has performed the necessary inspections for the project and that the project has been constructed in accordance with the approved plans and specifications he prepared. Accordingly, applicant and engineer of record must execute the attached Engineer/Surveyor’s Inspection Statement (page 9) and submit it with the application.

46. The applicant’s contractor is required to ensure that the engineer of record completes the attached Engineer’s Final Inspection Report, and returns it to Waterfront Operations within 30 days of the completion of the project.

47. The Waterfront Operations will maintain records of those violations of the City Code it investigates. All violations will be forwarded to the applicable professional board for their action which may include fines and license forfeiture. These records will be made available to City Boards and Commissions.

**PLAN VIEW REQUIREMENTS**

48. Show and label, with dimensions, all property lines for the project site as shown on the legally recorded plat. The use of match lines is acceptable for large lots.

49. Specify the scale and provide a graphic scale bar on each drawing.

50. Show and label the location of all easements.

51. Show and label all required zoning set backs. You may view the City of Virginia Beach Zoning Maps online at: [www.vbgov.com/zoning](http://www.vbgov.com/zoning) and contact the Department of Public Planning, Zoning Office at 385-8074 regarding this requirement prior to your submittal for further details.

52. Show and label the location of all adjacent property owners.

53. Label the property ownership of those other than the applicant, when the project crosses the applicant’s property line. When a proposed structure crosses the applicant’s platted property boundary, clearly label property ownership at that location. The current owner of record must be listed as co-applicant and sign the application or a licensed agency agreement.
54. Show and label all existing physical features at the project site. Where appropriate, use skip lines to indicate features to be altered.

55. Show and label all existing and proposed structures, specifically waterfront structures at the project site. Specify if the existing structures will remain or be removed. Where appropriate, use skip lines to indicate structures to be altered.

56. Show and label the location of Mean High Water (MHW) and Mean Low Water (MLW).

57. Provide tie down distances to the seaward face of a proposed bulkhead; toe of proposed riprap; toe of a proposed dredge channel (at each angle point with linear dimensions between each) starting from an existing permanent point of reference, readily recoverable in the field such as house corners and property pins. For a proposed dredge projects stake toe of the alignment at appropriate linear intervals, at all angle points of the channel toe and around all turning basins. If additional reference points and/or control stakes are used, provide tie down distances to each as required above.

58. Provide tie down distances to the landward and channelward corner of a proposed pier, starting from an existing permanent point of reference, readily recoverable in the field.

59. Specify the location of established channels and source of reference.

60. Specify the distance from the channelward edge of all proposed piers, boat lifts, boathouses, mooring piles and similar structures to established channels.

61. Specify the width of the waterway as measured from mean low water to mean low water for all proposed piers, boat lifts, boathouses, mooring piles and similar structures. Measure from the location of mean low water at the improvements to the nearest location of mean low water across the waterway.

62. Specify the distance from mean low water to the most channelward point of a proposed structure.

63. Indicate a single construction access way to the project area.

64. Indicate the limits of construction and all land disturbing activities along the entire limit of the construction footprint.

65. Specify the location of the 4X Buffer for all dredging projects.

66. Identify the location of any proposed spoil transfer facility.

**SECTION VIEW REQUIREMENTS**

67. Provide appropriate number of cross sections to accurately depict the proposed project and unlike conditions within the project area.
68. Provide accurate cross sections, drawn to scale, with appropriate grade elevations showing existing and proposed bank and bottom profiles for all proposed bulkheads, riprap, piers and dredge projects.

69. Specify the limits and maximum depth of proposed fill and the proposed elevation to match existing grade.

70. Show the length of the existing slope; height of the bank and the distance from the toe of the slope to the face of bulkhead or toe of riprap.

71. Specify the proposed slope for riprap structures.

72. Provide well-designed and detailed sections for bulkhead corners; tie-ins; whaler splices; storm drains; etc.

73. Provide well designed and detailed sections for any proposed spoil transfer facility.

74. Specify if any of the existing structures will remain or be removed.

75. Specify the size and type of all construction materials.

76. Specify the type of riprap material to be used (e.g. quarry stone, concrete, brick, etc.).

77. Specify the use of filter fabric between bulkhead and back fill and underneath the riprap.

78. Specify that all manufactured structures or products will be used and/or installed pursuant to the manufactures specifications and recommendations.

79. Provide specifications for treatment of all construction materials (e.g. treatment retention of 2.5 pcf CCA for lumber [MPL-80], Hot Dipped Galvanizing for hardware [ASTM:A153], etc. in accordance with industry standards.

80. Provide a comprehensive construction sequence of events and time schedule specific to the proposal.

81. Specify that a 36” wire reinforced silt fence will be properly installed (staked and trenched) seaward of all disturbed areas and at the top of the new bulkhead or riprap prior to back filling and then at the conclusion of each work day and maintained until a permanent vegetative cover has been established.

82. Specify that all erosion and sediment control measures shall be installed and maintained in accordance with the Virginia Erosion Control Handbook, and as required by the City Inspectors.

83. Specify that all excavated material and construction debris will be disposed of in a lawful manner.
ADDITIONAL INFORMATION REQUIRED FOR APPLICATIONS ALONG THE ATLANTIC OCEAN AND CHESAPEAKE BAY

84. Bulkheads along the Atlantic Ocean and Chesapeake Bay shall be designed using good engineering practices and include a design basis with the application. The engineer of record shall consider scour in specifying the basis for sheeting toe, sheet pile toe, armor stone riprap toe, and/or all other elevations. The engineer of record shall provide all other factors and parameters in the design, and provide all data, calculations and other applicable notes to the City Planning Department for review and documentation.

85. The following notes shall be placed on the application drawings:

   a. “The Design at least equivalent to or better than the City of Virginia Beach Standard Wakefield design as shown in Appendix C of the Department of Public Works Specifications and Standards.”

   b. “The City of Virginia Beach does not verify or affirm the design and, in fact, does not recommend building bulkheads or hardening the shoreline on the Atlantic Ocean at Sandbridge or along the bay front of the Chesapeake Bay where shifting and eroding sand may cause failure of these bulkheads and structures.”

ADDITIONAL INFORMATION REQUIRED FOR APPLICATIONS IMPACTING A COASTAL PRIMARY SAND DUNE

86. Specify the current and proposed topography of the property from mean high water to the landward limit of the property in two-foot intervals in both plan and section views.

87. Indicate areas to be cut, graded and/or filled, and the amounts in cubic yards.

88. Provide a note indicating the total area in square feet to be enclosed which is not elevated more than 8 feet above the existing or proposed ground level.

89. Specify the landward and lateral limits of the coastal primary sand dune as marked by a change in grade from ten percent or greater to less than ten percent.
ENGINEER/SURVEYOR'S INSPECTION STATEMENT
FOR
WATERFRONT CONSTRUCTION/COASTAL PRIMARY SAND DUNE PROJECTS

REVISED 10-09-03

PROJECT LOCATION: _______________________________________________

APPLICANT'S NAME: _______________________________________________

APPLICANT'S ADDRESS: ____________________________________________

ENGINEER OF RECORD: _____________________________________________

PROFESSIONAL ENGINEER/ SURVEYOR
CERTIFYING PROJECT
CONSTRUCTION:

AT THE COMPLETION OF A WATERFRONT CONSTRUCTION/COASTAL PRIMARY SAND
DUNE PROJECT IT IS REQUIRED THAT A CERTIFICATION BY THE APPROVING
ENGINEER/SURVEYOR BE SUBMITTED, STATEING THAT THEY HAVE INSPECTED THE
REFERENCED PROJECT SITE AND TO THE BEST OF THEIR KNOWLEDGE, THE
WATERFRONT/COASTAL PRIMARY SAND DUNE PROJECT HAS BEEN CONSTRUCTED IN
ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS. SUCH
CERTIFICATION SHALL BE SEALED BY THE ENGINEER OR SURVEYOR CERTIFYING THE
CONSTRUCTION.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE DEPARTMENT OF
PLANNING, WATERFRONT OPERATIONS OFFICE WITH ALL APPLICATIONS FOR
WATERFRONT CONSTRUCTION/COASTAL PRIMARY SAND DUNE PROJECTS AT
THE TIME OF SUBMITTAL.

____________________________________________________________     _______________
SIGNATURE OF ENGINEER/SURVEYOR CERTIFYING CONSTRUCTION                  DATE

____________________________________________________
TYPE OR PRINT NAME OF ENGINEER/SURVEYOR CERTIFYING CONSTRUCTION

___________________________________________ _______________
SIGNATURE OF APPLICANT                                                          DATE

___________________________________________ _______________
SIGNATURE OF COASTAL ZONE ADMINISTRATOR                           DATE

ANY ALTERATION OF THIS FORM OR ITS ENDORSEMENTS WITHOUT THE EXPRESS CONSENT
FROM THE ORIGINATOR SHALL INVALIDATE THIS INSTRUMENT.

APPLICATION NO. _____________________