



# City of Suffolk, Virginia

Department of Planning & Community Development  
Division of Planning

## City of Suffolk Wetlands Board Joint Permit Application Submittal

**The following information is required to be submitted along with a completed Joint Permit Application for any project that requires action by the City of Suffolk's Wetlands Board**

### **General Information**

1. Once staff has received a joint permit application that proposes waterfront construction within the Wetlands Board's jurisdiction the applicant will be contacted and informed that this application will require action by the Board and the applicant will be required to submit the **\$250.00** review fee or **\$300.00** after the fact review fee.
2. Answer all applicable questions and fill in all the blanks required on the joint permit application.
3. All submitted drawings must be legible and contained on the fewest number of sheets necessary to adequately illustrate the project.
4. The proposed alignment of all projects shall have been staked in the field at the time the application is submitted. The seaward extent of the proposed structure shall be staked at each angle and also stake the landward end of the project. For bulkheads stake the seaward face of the sheeting. For rip rap revetments stake the seaward toe. Clearly label all stakes in the field.

### **Project Drawings**

5. The following information must be included on ALL project drawings: (plan and section, as appropriate)
  - a) North arrow;
  - b) Waterway name;
  - c) Existing and proposed structures, labeled as such. Specify if existing structures will remain or be removed;
  - d) Dimensions of proposed structures;
  - e) Limits of vegetated wetlands (if applicable);
  - f) Ebb/flow direction;
  - g) Adjacent property lines and owner's name;
  - h) Distances from proposed structures to fixed points of reference (benchmarks) and adjacent property lines.
6. All plan and section views must be drawn to scale. Specify the scale and provide a written scale on each drawing.
7. Clearly note the jurisdictional limits of the Wetlands Board on all drawings. (Vegetated wetlands – mean low water to one and half times the mean tide range. Nonvegetated wetlands – mean low water

to mean high water).

8. Show and label the location of the Mean High Water (MHW) and the Mean Low Water (MLW).
9. Specify the distance from MLW to the most channelward point of a proposed structure.
10. Provide the adjacent property owners information and also provide written documentation that all adjacent property owners were notified of the proposed shoreline construction.
11. Show and label the location of all easements.
12. Provide tie down distances to the seaward face of any proposed bulkhead or the toe of any proposed rip rap revetment.
13. Address how you plan on mitigating or compensating for impacts to tidal wetlands resulting from the construction of the proposed project ie. direct wetlands replacement, purchase of credits in an established mitigation bank or payment of in-lieu fees to Wetlands Board.

#### **Construction sequence and Erosion & Sediment Control requirements**

14. Indicate on the drawings the construction access way(s) to the project area. Access to the project will be provided with the minimum disturbance necessary.
15. Indicate the limits of construction and all land disturbing activities along the entire limit of the construction footprint.
16. Provide accurate cross sections, drawn to scale, with appropriate grade elevations showing existing and proposed bank and bottom profiles as well as the proposed slope of the bank for all proposed shoreline erosion control projects.
17. Specify the size and type of all construction materials.
18. Provide a complete timeline for construction to include methods and phasing of construction, availability of materials, and seasonal growth calendar.
19. Specify that all erosion and sediment control measures including silt fence will be properly installed for all disturbed areas in accordance with the Virginia Erosion and Sediment Control Handbook. Erosion control measures will be installed at the conclusion of each work day and maintained until a permanent vegetative cover has been established and as required by City inspectors.
20. If the shoreline project proposes to disturb 2,500 square feet or more landward of the Wetlands Board's jurisdiction then a land disturbance permit will be required by the Department of Public Works. This will also require the preparation and submittal of an Erosion and Sediment Control Plan prepared in accordance with the Virginia Erosion and Sediment Control Handbook.

#### **Chesapeake Bay Preservation Act Information**

21. All proposed land disturbance, clearing and grading related to this JPA must comply with the Chesapeake Bay Preservation Area Overlay District.
22. All drawings must note the location 100-foot Resource Protection Area buffer.

23. Provide the total square footage of land disturbance landward of the Wetlands Board's jurisdiction.
24. Show existing vegetation which will be impacted within the 100-foot RPA buffer. Re-establishment of woody vegetation in the buffer will be required to mitigate for the removal or disturbance of buffer vegetation associated with your proposed project.
25. A buffer restoration plan will be required to be prepared and submitted to the Department of Planning to be reviewed and approved by staff for impacts to vegetation within the 100-foot RPA buffer. This plan shall clearly illustrate the existing vegetation within the buffer, all vegetation proposed to be impacted, and the installation of new vegetation for compensation.
26. Provide a Water Quality Impact Assessment for all projects in accordance with Appendix B-13 of the UDO.

**All of the above items must be completed prior to any application for shoreline construction being placed on an agenda for action by the Wetlands Board. If any of the above information is not provided then the application will be considered incomplete.**

**Deviation from an approved permit and conditions of approved permits by the Wetlands Board may result in noncompliance and appropriate corrective actions taken.**